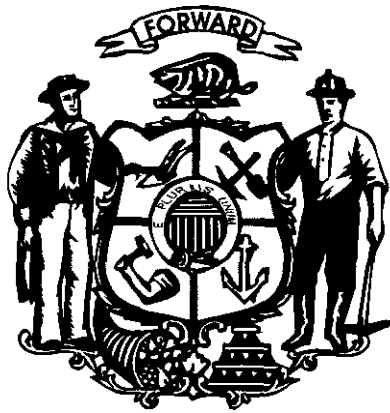


General Records Schedule

Personnel and Related Records



**For use by
State of Wisconsin Government Agencies**

Public Records Board

RDAs #PERS001 - 145

**Third Edition
July, 1999**

Acknowledgments

This document was developed by the Personnel Records Task Force. Representatives include:

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Thanks to the many staff in the Department of Employment Relations who presented materials to the task force and reviewed draft reports. Also thanks to those Personnel Managers and Records Officers who reviewed and commented on the draft document.

A special thank you to Valerie Clemen, DOA Records Officer, for her contributions as editor of the document.

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State of Wisconsin

Tommy G. Thompson
Governor

Jon E. Litscher
Secretary



137 East Wilson Street
P O Box 7855
Madison, WI 53707-7855

DEPARTMENT OF EMPLOYMENT RELATIONS

DATE: November 26, 1997

TO: Agency Human Resource Managers and State Agency Staff Who Work
With Personnel and Related Records

FROM: Jon E. Litscher, Secretary

SUBJECT: Revisions to the General Records Schedule: Personnel and Related
Records

The attached General Records Schedule for Personnel and Related Records was originally approved on November 20, 1996 by the Public Records Board, establishing statewide policy guidance for retention of these type of records. The Public Records Board approved the revisions to this document on November 19, 1997.

This revised document provides guidance for managing 143 different personnel related records to meet all reasonable needs. The general schedule provides the opportunity to manage personnel related records efficiently and consistently among state agencies.

If you have any questions about the interpretation and implementation of this records schedule you should contact your agency's Personnel Officer or designated agency records officer. If you need further assistance you may contact the identified official from the appropriate areas of the Department of Employment Relations.

If you have general questions, please contact:

Brenda Williams, Records Officer
Department of Employment Relations
137 East Wilson Street
Madison, WI 53702
(608) 266-3421

If you have questions about records management including suggestions for filing personnel related records or suggestions on how to improve the presentation of this general schedule contact Steve Hirsch, Department of Administration, Records Management Section, at (608) 266-2996.

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STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

JAMES E. DOYLE
ATTORNEY GENERAL


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Date: November 21, 1997

To: Human Resource Managers and State Agency Staff
Who Work With Personnel and Related Records

From: Laura Sutherland 
Assistant Attorney General

Subject: General Records Schedule: Personnel and Related Records

The *General Records Schedule for Personnel and Related Records* has recently been revised. As a member of the Public Records Board I endorse the revisions. The schedule continues to provide guidance for managing state personnel related records to meet all reasonable retention needs. Retention periods specified in the general schedule are sufficient for legal purposes.

Agency staff should follow the retention periods established in this schedule and routinely destroy records after the time periods specified have passed. Do not destroy records which are the subject of public records requests, litigation, court orders, or audits until the special need for the retention ends.

If you have questions about the legal interpretation of personnel related records, first contact your agency personnel manager or legal staff. If your agency does not have a legal staff contact the legal counsel at the Department of Employment Relations.

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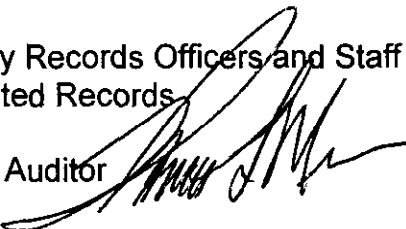


State of Wisconsin \ LEGISLATIVE AUDIT BUREAU

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STATE AUDITOR
SUITE 402
131 WEST WILSON STREET
MADISON, WISCONSIN 53703
(608) 266-2818
FAX (608) 267-0410

Date: November 24, 1997

To: Human Resource Managers, Agency Records Officers and Staff
That Work With Personnel and Related Records

From: Thomas L. Mickelson, Deputy State Auditor 

Subject: General Records Schedule: Personnel and Related Records

The Public Records Board initially approved this Statewide General Record Schedule for Personnel and Related Records Schedule on November 20, 1996. On November 19, 1997 the Board approved the second edition of this general records schedule which contains a minor change in one series and two additional personnel related records series.

As a member of the Board, I have reviewed the general record schedule and am satisfied that it allows for retention of personnel related records to satisfy both state and federal audit requirements.

The purpose of this and other general schedules is to provide consistent and efficient management of records at each state agency. Because some of the records covered in this schedule have lengthy retention requirements, it is especially important to minimize the retention of duplicate copies of these records beyond their usefulness. In most cases, the retention periods of official files maintained by the Department of Employment Relations or agency personnel office should be sufficient to meet longer-term needs for the records. Working copies, identified in the general schedule should be destroyed once the purpose for maintaining them, as identified in the schedule, has been completed.

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STATE OF WISCONSIN
Public Records Board

TOMMY G. THOMPSON
GOVERNOR

Steven B. Hirsch
Executive Secretary



4622 University Ave , 10A
Madison, WI 53702

Telephone 608 / 266-2996

Date: November 24, 1997

To: Human Resource Managers, Agency Records Officers and Staff
That Work With Personnel and Related Records

From: Sharon Halverson, Chair *SH*
Public Records Board

Subject: General Records Schedule: Personnel and Related Records

The Public Records Board initially approved this Statewide General Record Schedule for Personnel and Related Records Schedule on November 20, 1996. On November 19, 1997 the Board approved the second edition of this general records schedule which contains a minor change in one series and two additional personnel related records series.

This document provides guidance for managing 145 different types of personnel related record series to meet all reasonable needs. The general schedule is a tool to manage personnel related records efficiently and consistently among state agencies.

This schedule compliments existing general record schedules that have been developed for fiscal and accounting, payroll related, purchasing and state administered workers compensation program related records. These general schedules approach records management from a statewide enterprise perspective. With your active involvement and support, this general schedule provides a tool to reduce expenses associated with maintaining records while preserving adequate program documentation both for program operations and statewide historical purposes.

If you have questions about records management including suggestions for filing personnel related records or suggestions on how to improve the presentation of this general schedule contact Steve Hirsch, Department of Administration Records Management Section at 608 266-2996.

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PURPOSE

The purpose of this schedule is to:

- Provide agencies with uniform guidelines for the retention and disposition of common personnel and related records;
- Ensure that agencies retain personnel records as long as needed for internal administration, and to meet legal, fiscal, historical and other state of Wisconsin and federal requirements;
- Promote cost-effective management of records; and
- Provide agencies with legal authorization to dispose of obsolete records on a regularly scheduled basis after minimum retention periods.

WHO MAY USE THIS SCHEDULE?

Agencies Included: This general schedule applies to all Wisconsin state agencies and University of Wisconsin institutions. This schedule covers classified personnel, limited term employees, student employees and general personnel-related records throughout the State of Wisconsin and the University of Wisconsin System and its various institutions.

The University of Wisconsin-Madison has a general schedule for academic staff and faculty personnel records. UW Madison faculty and academic staff personnel records are managed under this general schedule and should be consulted first for guidance and advice. The record retention schedules in this document apply in those areas not identified in the UW-Madison schedule.

All agencies will find the records series categories and retention periods listed in this document relevant in managing personnel-related records.

SCHEDULE DOES NOT REQUIRE CREATION OF RECORDS

It is understood that not all agencies may have all the types of personnel records listed in this schedule. This schedule does not require records to be created by state agencies. It provides policy guidance for those records that are used by both DER and state agencies.

SCOPE

This general schedule covers records series that agencies create and use for all aspects of the personnel process. To make the document as usable as possible the information is presented by functional areas. As the primary agency with statewide personnel-related responsibilities, the Department of Employment Relations (DER) records are included along with the personnel records of state agencies. Agencies may use different terminology and may file records series differently. However, the functional areas should be similar for all agencies and the retention periods apply, regardless of the filing arrangement used. Sometimes the document suggests, but does not require that records be filed together, as a unit. If record series with varying retention periods are filed together as a unit, the retention period of the longest record series will control all the record series in the file. Records series cover the following functional personnel-related areas:

Recruitment and selection	Collective Bargaining
Compensation	Employee development and training
Collective bargaining	
Affirmative Action and Equal Employment Opportunities Programs	
Grievances	

Management/Union Issues
Employee Assistance Program
State Employee Suggestion Program
State Training Program
General Personnel Administration including maintenance of the official employee personnel file (P-file).

Statewide personnel records systems interrelate with other records. Therefore, this schedule provides cross-references, where appropriate to other general schedules. In the case of budget-related records, where no general schedule exists, the cross-reference might state that the relationship is with a "to be developed" general schedule. More information is provided in the appendices.

Records Not Included: This general schedule does not include the following types of records, although personnel records are also interrelated with these functions:

Budget related records.
Worker's compensation records--documenting worker incidents, injuries and cases.
(See general schedule.)
Payroll and related records. (See general schedule)
Retirement and fringe benefit related records. The Department of Employee Trust Funds has agency-specific records schedules for these record series.

Electronic Records: For electronic or machine-readable personnel-related data systems, this schedule applies to the electronic data maintained by the Department of Employment Relations (DER). Agency personnel offices may receive copies of this data and/or generate their own electronic personnel-related records. To the extent that the functions of agency systems cover the functions of DER data systems, use the appropriate DER retention schedules for these agency record series.

If agencies have additional personnel-related records that are not covered, contact the resources listed below under "For Additional Information and Assistance," prior to developing a separate schedule.

FOR EFFECTIVE USE OF THIS SCHEDULE:

Identify the Official Document, the Agency Record Copy and Other Working Copies. Many personnel records are produced and maintained in multiple copies. This schedule covers all copies of the record, including the following:

Official Document. The official document is the record series that is most likely to be used for multi-agency audit purposes. This document is usually located in:

Department of Employment Relations
Agency personnel office for small and medium size agencies
Institution, district or field personnel offices or the central personnel office for large agencies

The official document must be identified by each state agency for all records series.

Agency Record Copy: The agency should also identify the agency record copy and its location in the agency. The agency record copy is that copy that must be retained to satisfy any agency-specific audit or legal requirement of the agency's operation.

Working Copies: All other copies of the record are considered working or convenience copies. In the interest of efficiency, do not keep these copies longer than needed. If you do not need

- convenience copies in the office, discard them as soon as practical. Do not send them to the State Records Center.

Note: Generally, working copies should not be retained longer than the official document and agency copies of the record, because of the costs associated with continuing to maintain them. If an agency continues to retain convenience copies beyond the retention periods set for official and agency copies, the agency will need to provide appropriate access to these copies in response to audit or legal requests and per Open Records Law.

Records Series Titles and Categories: Titles of record series may not be the exact titles used by an agency for each record or records series. The schedule requires some interpretation and application to specific agency titles of personnel records. If agency staff are uncertain about the schedule's application to a specific group of records or need assistance, see "For Additional Information and Assistance" section, to identify sources for advice.

Page 9 begins a listing of each record series, summarizing the retention requirements for official, agency and working copies of the records. Each record series in a functional area is described in narrative detail, including lists of forms, reports and other items included in the series. All items within a series relate to the same topic and have the same retention requirements.

For easy reference, you may also consult the attached appendices:

Appendix 1: Records Series Index by Series Number

Appendix 2: Records Series Index by Series Title

Appendix 3: Index by Standard Form Number or equivalent, if form or item number is known.

Appendix 4: Summary of Other Approved Statewide General Record Schedules

THE SCHEDULE IS A TOOL TO DEVELOP AND MAINTAIN DOCUMENTATION OF PERSONNEL POLICIES, PROCEDURES, TRANSACTIONS AND CONTROL.

Agencies need to maintain adequate documentation of personnel transactions and activities to meet internal administrative needs, legal purposes and program and financial audit requirements. *This schedule provides agency staff with a sound basis for adequate program documentation.*

Agency records management officers should work with personnel staff to implement organized filing systems and design information processes that are consistent with effective, efficient records management principles. Design filing systems to meet staff informational needs and facilitate cross-reference to retention and disposition guidance in this schedule.

The agency should use this schedule to dispose of records that are no longer needed on a continuing basis. Implement the retention and disposition policies in this schedule in a timely and efficient manner. To facilitate disposition, agency staff should cut off files periodically and develop methods to mark files when they close.

For most personnel records, the final disposition is "Destroy confidential." A few record series may contain historical value. These are indicated in the schedule with a disposition of "transfer to the State Historical Society" for archival preservation, after the indicated time periods. For UW institutions, records designated for preservation should be transferred to the individual campus archives. University Archives fulfill the same obligations as the State Archives under s. 16.61(13), Wis Stats.

RECORDS RELATED TO THE USE OF FEDERAL FUNDS

Agencies may receive funds for staffing positions from federal sources, as well as from state funds. This general schedule covers all positions that are employees of the state of Wisconsin, regardless of funding source. Retention schedules developed in this schedule meet or exceed *federal retention requirements, as contained in the "Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Common Rules)."*

If a federal agency requires retention of records for longer periods than those provided in this schedule, agency staff should obtain specific, written directions from the federal agency, detailing retention requirements and indicating terms and conditions to be followed. In addition, contact officials in the identified areas of the Department of Employment Relations and Public Records Board, so that the situation can be investigated.

RETAINING RECORDS

Agencies are required to follow this schedule for applicable records. Retention periods established and disposition directions are state policy requirements for personnel records. Records may be delayed from destruction only under the following conditions:

Particular records are have been identified as needed for a financial or performance audit;
Records are needed for an actual or imminent legal proceeding; or
An open record request for retrieval of particular records has been received and not completed.

The Wisconsin Open Records Law, s. 19.35(5), Wis. Stats, forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request is denied. Court orders may extend this time period. The agency's legal custodian of records can provide advice.

It is the responsibility of the office holding the record to determine if an audit, litigation, or an open record request is pending, before disposing of that record.

Official and agency record copy of inactive records that must be retained for an additional period of time before the expiration of their legal retention requirements, should be transferred to a low-cost, inactive records facility, such as the State Records Center.

CONFIDENTIALITY OF PERSONNEL-RELATED RECORDS

Some personnel-related records are confidential, such as: employee medical records, examination scores and ranks and other evaluations of applicants, dismissals demotions and other disciplinary actions, and certain pay survey data identified as confidential in s. 230.13, Wis. Stats. In general, the records in this schedule that relate to program operations and administration and do not contain information on individuals is likely to be open. Those records that relate to individuals are more likely to contain confidential information. If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, the Chief Legal Counsel for the Department of Employment Relations or an assistant attorney general in the Department of Justice should be able to provide advice.

The terms "destroy confidential" are used throughout the document for those records without secondary historical value. It is prudent to destroy all personnel-related records that contain *information on individuals in a confidential manner*. Contact the Department of Administration (DOA) Records Management Section to discuss available options for confidential destruction of

records. Outlying areas should use locally available facilities capable of meeting state criteria for confidential disposal of records.

PERSONALLY IDENTIFIABLE INFORMATION

Most personnel-related records in this schedule contains personally identifiable information within the meaning of this term, as defined in s. 19.62(5), Wis. Stats. Agencies should be aware of the requirements in Subchapter IV, Personal Information Practices, of Chapter 19 of the state statutes. These requirements were not eliminated when the state Privacy Council and Privacy Advocate were eliminated.

EMPLOYEE RESPONSIBILITIES

While the state of Wisconsin, as an employer, will retain the identified personnel-related records to fulfill operational and legal requirements, employees are also encouraged to retain a file, preferably at home, that contains important personnel-related documents. Such a file should include the initial offer of employment, formal evaluations, important credentials, such as licenses and continuing education credits, performance evaluations, reclassifications, promotions and reallocations and other important information throughout the employee's career.

Per this schedule, official personnel files of state employees are maintained for eight (8) years after the person leaves state service. After this time period the files are destroyed. State personnel offices should take steps to inform their staff of the importance of maintaining a personal file with important personnel-related information.

FOR ADDITIONAL INFORMATION AND ASSISTANCE

Agency personnel should also consult with the following resource staff for additional information and assistance with records management concerns.

DOA Records Management Section: The DOA Records Management Section provides free training sessions, as needed, on implementation of general records schedules.

Records Management Officer: Each agency has a designated records officer who serves as liaison to the Public Records Board. The records officer is responsible for agency-wide records management planning, program development, and assistance.

Public Records Board: The board's Executive Secretary can offer technical assistance and training to assist agencies with records management, including records scheduling and interpretation of schedules.

State Historical Society: The State Historical Society of Wisconsin (SHSW) assists agencies with records management, particularly in identifying the small percentage of records that have historical value.

UW Institution Archives: UW institutions have delegated authority to operate archives for historical institutional records. Oftentimes, the UW institutional archives also functions as the focus for records management related activities on the campus.

LEGEND OF TERMS AND PHRASES

For each record series identified below, the schedule provides the records series identifying number, title, additional description and sometimes a comment on the administration of this series. Also included is the location/custodian, which indicates where the record is likely to be maintained. Lastly, the retention and disposition are specified.

Retention is the period of time that the records must be retained to satisfy all state requirements. These are the types of retentions:

- *Creation* plus a period of time: CR is the designation for these types of retentions.
- *Event* plus a period of time: EVT is the designation for these types of retentions. Event type retentions require a specified event to start the “clock ticking” on the retention period. The event should be well defined as part of the record series and understood by all staff who work with the records
- *Fiscal* plus a period of time: FIS is the designation for this type of retention. This type of retention specifies retaining the current fiscal year and a specified number of back fiscal years of records. It is well suited for accounting, budgeting and fiscal records.
- *Permanent* means retaining the records forever: P is the designation for this type of retention. Because of the high costs associated with maintaining records, only a small number of records can be justified as requiring permanent administrative value.

Disposition is what happens to the records after the retention period is satisfied. Most record series in the schedule have a disposition of destroy confidential. This means that the records should be destroyed with some attention to the records actual or perceived confidentiality. Other records that are summaries and do not contain specific names can be destroyed without concern for the confidentiality of the materials.

The State Records Center has fact sheets that explain options for destruction of paper and microfilm records.

The other disposition is transfer to either the State Archives or a designated UW institution archives for identified university records. Record series with secondary historical value are *preserved for researchers and to provide a history of state government operations*.

Permanent retention precludes a disposition, as there is no disposition if an agency is retaining records permanently. Therefore, not applicable designated by “N/A” is used in these situations.

A. Recruitment and Selection Records

DER Contact: Division policy advisor

Background

The civil service system is designed to provide qualified employees for state positions based on fitness and merit. Chapter 230 of the Wisconsin Statutes lays out the system of employee relations and s. 230.01, Wis. Stats., describes the merit principles and other broad state employment relations goals.

To insure an impartial civil service system, the statutes assign responsibility for maintaining the civil service to the Administrator of the Division of Merit Recruitment and Selection, with detailed responsibilities separate from the Secretary of the Department of Employment Relations.

Chapter 230 lays out the statutory underpinnings for state employment relations. Subchapter II covers the civil service system, with the following statutory sections being particularly relevant for recruitment and selection:

- Section 230.14 (on recruitment) contains broad legislative policies and direction, including out-of-state recruitment, and prohibits requiring a college degree for most positions.
- Section 230.16 lays out the requirements for applying for positions, and specifies that competitive job-related examinations be used.
- Section 230.18 prohibits discrimination in recruitment, application, and examination processes.
- Section 230.21 authorizes alternative recruitment, examination and selection processes for unskilled labor and critical recruitments.

The statutes, related administrative rules, and the staffing procedures are a set of policies and procedures that control the recruitment and selection process. From DER's perspective, there are three broad record series that interrelate to cover the functional area of recruitment. Agencies, as the appointing authority, have additional recruitment-related record series, which also are listed.

The three record series that DER's Division of Merit Recruitment and Selection maintains are:

1. Examination Folders;
2. Register Folders;
3. Certification List or list of certified candidates that an appointing authority can consider for each opening in the classified civil service.

Each of these record series will be described in detail and cross-referenced to agency records and DER's electronic systems AIMS, ERCS and CARS. Once the recruitment is complete the agency is responsible for notifying the selected candidate and preparing letters for the unsuccessful candidate. The appointment letter signed by the agency head or designee is filed in the official agency personnel file (P-file). The non-select letters, usually signed by the first-line supervisor, are sometimes kept in the examination folder or kept with the supervisor's working recruitment file.

Description of DER Division of Merit Recruitment and Selection (DER/DMRS) Computer Systems

DER/DMRS has three computer systems that assist them in recruiting, announcing vacancies, establishing registers, and creating certifications for the civil service system. Included in s. 230.23, Wis. Stats. "Certification, Appointments, and Registers," is the statutory authority by which much of this is done. The statute specifies the number of names that can be included in the certification, the "expanded" groups such as veterans, handicapped expanded, etc., that can or must be included, and other items concerning register establishment.

Applications and exam scores are processed in the Automated Information Management System (AIMS) on the DER UNISYS mainframe computer. The system combines the application information and the scores to create an employment register and then the register information of those people receiving a passing score are transferred to the Employment Relations Certification System (ERCS). ERCS runs in an IBM environment at Info-Tech, DOA.

ERCS contains employment registers, some applicant information and certifications. Approximately 40,000-50,000 applicants are added to the system annually.

Many state agencies have access to ERCS. Those that have access can enter their certification request and obtain a cert. list for their vacancy. If the agency needs additional names, the agency may enter reports of action and obtain additional names. The agency is responsible for "closing out" or entering information on the person hired for each certification/vacancy.

Agencies that do not have access must forward their requests to DER/DMRS for production of the certification list. In both cases, the agency will return a completed certification request and list after the hired individual begins working. Data from AIMS is copied into ERCS.

Major Inputs into ERCS include:

- Employment registers (contain people receiving passing scores)
- Applicant information, including name, address, telephone, gender, race/ethnicity, veterans preference status, availability codes, interest area and any special qualifications.
- Handicapped expanded certification status. (Records are updated based on verification forms received.)
- AFDC status
- Employing unit codes

Major outputs of ERCS include:

- Certification lists
- Group referrals
- Screen prints of applicant record information
- Ad hoc reports

CARS stands for the Candidate Assessment and Referral System. CARS is a PC-based database application written in Paradox for DOS. It performs all of the essential functions found in DER's mainframe systems AIMS and ERCS. CARS can be used by state agencies to process job applications, perform scoring, maintain registers, and execute certifications.

CARS was developed to administer the Entry Level Professional Program (EPP) which requires features or protocols unavailable in AIMS and ERCS. Unlike AIMS and ERCS, CARS is able to accommodate flexible certification rules, job-specific assessment criteria, objective inventory questionnaires, and the automatic generation of EPP and Critical Recruitment Program.

CARS also provides numerous tools to administer large-scale group hires.

PERS001. AIMS ERCS and CARS Documentation

Documentation of the two above described systems.

Location/custodian: DER/Division of Merit Recruitment and Selection (DMRS)

Retention: Maintain current documentation for life of the system.
Supersede updated documentation.

Disposition: Destroy confidential

PERS002. Request to Staff Positions

DER-MRS-34 form, or equivalent, which provides internal agency and DOA approval, if required, to staff positions. Cross-reference to budget-related records schedule to be developed.

Location/custodian: DER DMRS and/or agency personnel office

Retention and Disposition: See PERS005

PERS003. Job Announcements and Related Records

Current Employment Opportunities Bulletin (COBs), State Employee Transfer and Promotional Bulletins (SEB) and individual job announcements, newspaper ads, and related materials used to publicize the availability of positions in Wisconsin state government.

Location/custodian: DER DMRS for camera-ready copy for paper and electronic version of COBs.

A. Agency personnel office for agency specific solicitations.

Retention: DER--In exam file
A. In recruitment register file

Disposition: See appropriate PERS005 or PERS006.

PERS004. Employment Applications

DER-DMRS 38 form or equivalent applying for positions in Wisconsin state government. If the paper records are retained, they must be maintained 1 year past the deadline date for each position. If scanned into an electronic format, the paper records can be destroyed after scanning and verification and the electronic version retained as per the paper retention period.

Location/custodian: A. DER DMRS and/or agency personnel office

Retention: EVT+ 1 year. Event =end of the calendar year of the application
deadline

Disposition: Destroy confidential

PERS005. Register Folder

Lists of eligible candidates for positions in the classified service. Can be for one-time or ongoing recruitments. May contain: recruitment activity plan, position descriptions, job announcements,

newspapers advertisements, correspondence to applicants, oral board members; exam plan checklist (DER-MRS-98), and other related materials. Also may include agency requests and DER responses to use related registers or reactivate or extend the use of register. Some agencies also include test related records material that DER maintains in a separate record series.

Location/custodian: All state personnel offices and/or DER DMRS

Retention: DER DMRS and/or agency personnel office (official agency file):
EVT+ 4 years. Event = close of recruitment for the specific register.
A. Other agency and supervisor copies. EVT= Destroy when not needed.

Disposition: Destroy confidential.

PERS006. Examination Folders

Contains all relevant documentation about the generic job specifications and tests used to recruit for positions. This includes the type of test used (multiple choice, achievement history questionnaires, oral exam), answer sheets, exam plan checklist (DER MRS-98) and score sheets for ranking criteria. Also may include agency requests and DER responses to use related registers or reactivate or extend the use of register. It also may include correspondence related to selecting reviewers, instructions to reviewers and appropriate other documentation.

Note: Some agencies combine examination and register related records.

Location/custodian: All state personnel offices and/or DER DMRS.

Retention: DER DMRS and/or agency personnel office (official agency file)
EVT+ 4 years. Event = close of last recruitment using related exams.
A. Other agency and supervisor copies. Destroy when not needed.

Disposition: Destroy confidential.

PERS007. Certification Requests, Lists of Candidates, and Group Referrals

The list of certified candidates is an output of the recruitment process. It contains the names, addresses, phone numbers, and other related information that is forwarded to the supervisor conducting the recruitment. The supervisor documents attempts to contact the names on the "cert list" indicating those candidates that decline to be interviewed, can not be located, are interviewed and not selected, and the selected candidate. Once a candidate is selected, the cert. list is updated with the above information and forwarded to the agency personnel office, and then on to DER. Certification lists with reports of action are kept in ERCS. May also include certificate request and register control slip (DER-PERS 62A) or equivalent.

Note: Some agencies may combine these records with the register.

Location/custodian: DER DMRS and/or agency personnel office

Retention: EVT+ 4 years. Event = close of last recruitment using related exams.
A. Other agency and supervisor copies. Destroy when not needed.

Disposition: Destroy confidential.

PERS008. Interview Documentation

Copies of interview questions, interview notes and evaluations, resumes, work simulation tests and scores, reference and background checks, and any other related information used in

evaluation of applicants. Most large state agency personnel offices do not keep this information in the official P-file (PERS122). Smaller agencies may place this information in the official P-file.

Location/custodian: Agency personnel office and/or supervisor.

Retention: EVT + 4 years. EVT = date of hire.

Disposition: Destroy confidential

PERS009. Documentation to DMRS after a Hire

DER-DAA-11 form Written Hiring Reason for Classified and Project Appointments or equivalent forms to comply with ss. 230.21 (1m)(b), 230.25 (1p), and 230.27(2K), Wis. Stats., and related instructions in DER Bulletin AA 52.

Location/custodian: DER DMRS and/or agency personnel office

Retention: EVT + 4 years. EVT = date of hire.

Disposition: Destroy confidential

PERS010. Annual Summary Report to DMRS on Hires

Agency yearly summary and DER statewide summary report on Written Hiring Reason for Classified and Project Appointments to comply with Wis. Stats. 230.21 (1m)(b), 230.25 (1p), and 230.27(2K) and related instruction in DER Bulletin AA 52.

Location/custodian: DER DMRS
A. Agency personnel office

Retention: CR+ 10 years
A CR+ 5 years

Disposition: Destroy confidential for both

PERS011. LTE Request/Reports

LTE Request forms per DER-MRS-50 form or equivalent.

Location/custodian: DER DMRS and/or agency personnel office

Retention: EVT+ 1 year Event= last day on payroll

Disposition: Destroy confidential

PERS012. Requests Responses for Permissive Reinstatement, Transfer, or Voluntary Demotion.

Requests responses from individuals with eligibility under the civil service system for consideration of changes in their employment status. Includes DER and/or agency forms to accommodate requests for reinstatement, transfer voluntary demotion and responses from agencies for requests for reinstatement.

Location/custodian: Agency personnel office

Retention: EVT+ 1 year. Event = date of response.

Disposition: Destroy confidential

PERS013. Unsolicited Resumes and General Expressions of Interest in Employment

Includes interest in permanent, project, or limited term positions.

Location/custodian: Agency personnel offices and/or managers

Retention: CR+ 6 months

Disposition: Destroy confidential

PERS014. Affirmative Action Resume Bank

A file of Affirmative Action candidates interested in employment in the Wisconsin Civil Service.

Location/custodian: DER DMRS and/or DER Division of Affirmative Action and/or agency personnel offices and/or Offices of Equal Opportunity and Affirmative Action.

Retention: CR+ 6 months

Disposition: Destroy confidential

PERS015. Offers of Employment

Written offer of employment stating pay, start date, benefits, if any, and other relevant information. Place in official agency and supervisors P-file.

Location/custodian: Agency personnel office and/or supervisors

Retention: See PERS124 official P-file and PERS125 for supervisors' P-file.

PERS016. Non-Select Letters

Non select letter to each applicant who interviewed but is not hired.

Location/custodian: Supervisors' recruitment file and/or agency personnel office

Retention: EVT+ 1 year
Event = end of recruitment

Disposition: Destroy confidential

PERS017. Federal I-9 Forms

Federal form to document that the employer checked immigration status of hires. The Federal Immigration Reform and Control Act of 1986 (IRCA), requires all employers to verify the employment eligibility of employees hired after November 7, 1986. The purpose of this law is to permit the hiring and continued employment only of those persons legally entitled to work in the United States.

Location/custodian: Agency personnel offices

Retention: EVT+ 3 years (after date of hire) or 1 year after termination, whichever is longer, per USC 13248.

Disposition: Destroy confidential

PERS018. Test Administration Related Records

Administrative records addressing issues such as: locations, arrangements, payment for proctors, associated with testing candidates for positions. Use the general schedules for fiscal and accounting and procurement related records. Includes request and DER approval for agencies to conduct examinations at other than DER exam testing centers. Includes agency request for exam center space (DER-MRS-16 form) and oral board exam members travel expense sheet (DER- MRS-134 form) or equivalent forms.

Location/custodian: DER and/or agency personnel offices

Retention: EVT+ 1 year. Event=Date of test administration

Disposition: Destroy confidential

PERS019. Delegation Agreements--Staffing

Formal agreements between DER and state agencies whereby authority for certain personnel-related staffing activities are delegated from DER back to agency personnel offices.

Location: DER DMRS
A. Agency personnel office

Retention: EVT+ 3 years
A Event = supersede of old agreements with new agreements.

Disposition: Destroy

PERS020. Delegation Performance Audits--Staffing

DER staff audits of agency personnel offices performance of personnel practices, per established DER policies and procedures and per the terms of the specific delegation agreement. Includes agency responses and recommended actions required to maintain delegation from DER

Location: DER DMRS
A. Agency personnel office

Retention: EVT+ 3 years
A. Event = the date of the final audit report.

Disposition: Destroy.

B. Compensation and Labor Relations Related Records

Note: This section of the schedule will be presented following the functional and organizational breakdown of the DER Division of Compensation and Labor Relations. Therefore, there will be some overlap, as records series are used by multiple areas and sometimes the same records may be used for different purposes.

Classification and Survey Administration

DER Contact: Bureau of Classification Director

PERS021. Request for Reclassification of a Civil Service Position--Non Delegated

DER-DCLR-37 form or equivalent, agency or individual justification and analysis, old position description, new position description, supervisory analysis form, and official organization chart. Includes approvals, non-selections, and re-reviews. *Note:* The official notification of all reclassification actions should be kept in employee's official P-file.

Location: DER Division of Compensation and Labor Relations(DCLR)
A. Agency personnel office

Retention: EVT+ 3 years
A EVT+ 1 year Event = date of final decision, *not* the effective date of the transaction.

Disposition: Destroy confidential

PERS022. Request for Reclassification of a Civil Service Position--Non Delegated Unofficial Copy

DER-DCLR-37 form or facsimile, agency or individual justification and analysis, old position description, new position description, supervisory analysis form, and official organization chart. Includes approvals, non-selections, and re-reviews.

Note: The official notification of all reclassification actions should be kept in employee's official P-file.

Location: Supervisors, bureau directors, and division administrators

Retention: EVT. Event = date of final decision, *not* effective date of the transaction.

Disposition: Destroy confidential

PERS023. Request for Reclassification of a Civil Service Position--Delegated Agencies

DER-DCLR-37 form or facsimile, agency or individual justification and analysis, old position description, new position description, supervisory analysis form, and official organization chart. Includes approvals, non-selections and re-reviews. *Note:* The official notification of all reclassification actions should be kept in employee's official P-file.

Location: DER DCLR (Receives a copy)
A Agency personnel office

Retention: EVT+ 1 year
A. EVT+ 3 years
Event = the date of final decision, not the effective date of the transaction.

Disposition: Destroy confidential

PERS024. Request for Reclassification of a Civil Service Position--Delegated Unofficial Copies

DER-DCLR-37 form or facsimile, agency or individual justification and analysis, old position description, new position description, supervisory analysis form, and official organization chart. Includes approvals, non-selections, and re-reviews. *Note:* The official notification of all reclassification actions should be kept in employee's official P-file.

Location: Supervisors, bureau directors, and division administrators

Retention: EVT. Event = date of final decision, *not* effective date of the transaction.

Disposition: Destroy

PERS025. Reallocations of Civil Service Positions--Delegated Classifications

DER-DCC-122 form or equivalent, agency or individual justification and analysis, current and prior position descriptions, supervisory analysis, official organization chart, and related material. *Note:* The official notification of all reallocation actions should be kept in employee's official P-file.

Location: DER DCLR for delegated agencies. DER receives a copy.
A. Agency personnel office

Retention: EVT + 2 years.
A. EVT + 1 year. Event = the effective date of the transaction.

Disposition: Destroy confidential

PERS026. Reallocations of Civil Service Positions--Non Delegated Classifications

DER-DCC-122 form or facsimile, agency or individual justification and analysis, current and prior position descriptions, supervisory analysis, official organization chart, and related material. *Note:* The official notification of all reallocation actions should be kept in employee's official P-file.

Location: DER DCLR
A. Agency personnel office

Retention: EVT + 3 years
A. EVT + 1 year. Event = the effective date of the transaction.

Disposition: Destroy confidential

PERS027. Supervisor, Bureau Director, and Division Administrator Approval Files for All Reallocations

Copies of reallocation-related records. *Note:* The official notification of all reallocation actions should be kept in employee's official P-file.

Location: All agencies impacted by reallocation of positions

Retention: EVT Event = the effective date of the transaction.

Disposition: Destroy confidential

PERS028. Agency Reorganization Requests and DER Approval of Classification Levels after DOA Approval of the Reorganization

Agency requests to restructure internally. Sometimes these are approved by legislative action and sometimes they are the result of gubernatorial and agency head decisions. DER is responsible for monitoring the impact of reorganizations on civil service positions. Includes agency request, justification and DER formal action.

Location: DER DCLR
A. Agency personnel office

Retention: EVT+ 1 year. Event = date reorganization is officially implemented.
A. Agency personnel offices: Event is same as DER or until all classification appeals have been resolved, whichever is longer.

Disposition: Destroy confidential

PERS029. Position Description/Supervisor Analysis Form (Form DER-DCC-10/DER-DCC-84 or equivalents) DER Approval

Agencies are required to obtain DER DCLR approval of position descriptions prior to recruiting for certain positions. DER compares position descriptions to established class specifications. DER is developing a position description benchmark system. Once implemented, DER will only maintain the benchmark objective level or above PDs, and only those PDs which have an official class transaction attached to them. All other PDs will not be maintained at DER.

Upon implementation the benchmark PD system will replace the current case-by-case PD review system. Under the new system DER will maintain only the objective level PDs and only those PDs which have had an official class transaction attached to them. All other position descriptions, including all updates, will not be maintained but rather reviewed and either destroyed or returned to sending agency personnel office.

Note: Keep all PD levels and updates to PDs in employee's official P-file.

Location: DER DCLR
A. Agency personnel offices

Retention: Permanent for Benchmark, Objective Level and PDs with an official class transaction.
A. Other PDs Received by DER DCLR EVT
EVT= Destroy or return to agency
B. Part of recruitment files. See PERS005-PERS007.
Event = date of approved position by DER DCLR

Disposition: Destroy confidential

PERS030. Position Descriptions/Supervisor Analysis Form (Form DER-DCC-10/DER-DCC-84 or equivalents)– Supervisor's File

Keep current position description and related attachments only. Destroy earlier copies. Earlier copies will be available in employee's official P-file.

Location. Supervisors -at all levels

Retention: EVT = superseded

Disposition: Destroy confidential

PERS031. Position Classification Specifications

Classification (class) specifications define the nature and character of the work of the class and are the basic authority for assignment of positions to a class. Each position description is compared to established or new class specifications. Specific classifications may be eligible for specialized compensation under collective bargaining agreements or the compensation plan.

Location: DER DCLR maintains the master official classification specifications and any documentation associated with adding, deleting, or changing these specifications. Agencies have reference copies.

Note: Personnel offices usually keep a set of classification specifications for those classes commonly used in their agencies.

Retention: DER DCLR: Permanent
A. Agency personnel office: EVT = supersede

Event = supersede obsolete position classification specifications maintaining a master set of current class specifications relevant for positions in the agency.

B. Supervisor copies: Non-records Destroy when no longer needed.

Disposition. Not applicable for DER DCLR
A. Destroy after event
B. Destroy when no longer needed

PERS032. Classification Surveys--Reports and Results

Survey reports (narrative description) with classes created/abolished and any resulting DER DCLR bulletins. Also survey review completed the following cycle. *Note:* Delegated agencies should send a copy of all completed class surveys to DER.

Location: DER DCLR and/or agency-delegated personnel office
A. Non-delegated agency personnel office

Retention: Permanent (DER retains master files including recommendations and Draft specifications. For delegated agency surveys the agency retains the master files.
A. Non-delegated studies-agency personnel office copy; EVT+ 2 years
Event = implementation date of survey

Disposition: Not applicable for DER DCLR and delegated personnel offices
A. Destroy

PERS033. Classification Surveys--Working Papers

Includes: sample questionnaire, other survey documents, completed class surveys, SAS data sets, printouts, composites, reallocated PDs, drafts, and duplicates materials used by

Compensation Research Administration, personnel analysts at DER and delegated agencies.
Note: Obtain supervisor and legal counsel approval prior to destruction. Destroy draft documents, as final copies are developed. Destroy duplicate documents, as appeal issues are resolved. Can use duplicates for exhibits and to respond to open records requests.

Location: A. DER DCLR and/or delegated-agency personnel offices
Retention: EVT+ 2 years. Event = implementation date of classification survey.
Disposition: Destroy confidential for both

PERS034. Appeals--Reclassification, Reallocation, Classification Survey and Status of Positions as a Protective Occupation

Appeals of these four types of personnel transactions. DER Office of Legal Counsel maintains official file for non-delegated appeals, and agency legal counsel maintains official file for delegated appeals.

Location: DER Office of Legal Counsel
A. Agency legal counsel and/or personnel office
Retention: EVT+ 7 years
A. EVT+ 4 years. Event = close of appeal by settlement or end of court case.
Disposition: Destroy confidential.

PERS035. Approval of Employee as a Protective Occupation Participant (POP) under the Wisconsin Retirement System

Protective occupations have special benefits under the Wisconsin Retirement System. These records document agency requests to have employees classified as a protective occupation.

Location: Agency personnel office (requests and internal reviews prior to submittal to DER DCLR)
A. DER DCLR Class and Comp analysts
B. DER DCLR policy coordinator
Retention: EVT+ 7 years (due to ability to request retroactive application of protective occupational status for up to 7 years)
A. EVT+ 1 year Event = date when decision is final.
B. Permanent (Provides historical, comparative files to judge against new requests)
Disposition: Destroy confidential (Not applicable for DER DCLR policy coordinator)

PERS036. Fair Labor Standards Act (FLSA) Formal and Informal Complaint Files-Summary Documents

Formal lawsuit case files are maintained at the Department of Justice. US Department of Labor complaints are maintained at DER DCLR. DER Office of Legal Counsel also maintains a duplicate set of formal complaint records. Records include, allegations of violations by state agencies of FLSA and state investigation, and results of such investigation and remedial action, if appropriate. *Note.* State agencies have the primary responsibility for maintaining these records.

Location. DER DCLR
A. Agency personnel office

Retention: Permanent (Needed to provide ongoing advice to agencies on investigations based on experience with USDOL.
A. EVT+ 3 years. Event = close of the case involving the complaint. Cases are not formally closed by USDOL.

Disposition: Not applicable for DER DCLR
A. Destroy confidential

PERS037. Fair Labor Standards Act (FLSA) Formal and Informal Complaint Files-Working Documents

Working documents include, but are not limited to, leave without pay audit records, conciliation, audit notes, etc. *Note:* State agencies have the primary responsibility for maintaining these records.

Location: DER DCLR and/or agency personnel office

Retention: EVT+ 3 years. Event = the close of the case involving the complaint.

Disposition: Destroy confidential

PERS038. FLSA Status Requests

Requests from agencies to determine if individual positions are exempt or non-exempt under FLSA. *Note:* FLSA status requests and resulting decisions should be kept in employee's official P- file for the length of the employee's career in state service

Location: DER DCLR and/or agency personnel office

Retention: EVT+ 3 years for both. Event = date of determination.

Disposition: Destroy confidential

PERS039. Review of Positions for Placement in Executive Salary Groups (ESG)

DER DCLR review of position description for placement in the ESG. Also includes requests to change ESG designation of specific positions in the statutes. *Note:* Notification of results of ESG reviews should be kept in employee's official P-file. It is necessary for both DER and the state agency to maintain an historical file on ESG reviews.

Location: DER DCLR and/or agency personnel office

Retention: Permanent

Disposition: Not applicable

PERS040. Delegation Agreements--Class and Comp

Formal agreements between DER DCLR and state agencies, whereby authority for certain personnel-related activities are delegated from DER back to agency personnel offices.

Location: DER DCLR
A. Agency personnel office

Retention: EVT+ 2 years
A. EVT. Event = date old agreement is superseded with new agreement.

Disposition: Destroy

PERS041. Delegation Performance Audits--Class and Comp

DER staff audits of agency personnel offices performance of personnel practices, per established DER policies and procedures and per the terms of the specific delegation agreement. Includes agency responses and recommended actions required to maintain delegation from DER.

Location: DER DCLR
A. Agency personnel office

Retention: EVT+ 2 years
A. EVT. Event = the date of the final audit report.

Disposition: Destroy

PERS042. Agency Requests to Raise the Minimum Rate for A Classification

Agency requests to raise the minimum rate for classifications in order to match market conditions for certain types of positions.

Location: DER DCLR
A. Agency personnel office

Retention: EVT+ 3 years
EVT. Event = last effective date of contract or comp plan, whichever applies.

Disposition: Destroy

PERS043. Agency Requests to Hire Above the Minimum (HAM)

Agency requests to hire above the minimum rate for recruitment, in order to address the need for unusual qualifications or attract applicants with above the minimum qualifications (over and above what is normally required at the entry level for the classification). Applies to both delegated and non-delegated agencies.

Location: DER DCLR
A. Agency personnel office

Retention: EVT+ 3 years
EVT. Event = last effective date of contract or comp plan, whichever applies.

Disposition: Destroy

PERS044. Accretions and Conversions

Requests for change in positions from classified civil service, such as UW academic staff and vice versa. Conversions and accretions are not appealable to the Personnel Commission. *Note.* UW Personnel Office should maintain employee questionnaires and DER approvals or denials in employee's official P-file.

Location: DER DCLR and/or UW Institution Personnel Office

Retention: CR+ 3 years

Disposition: Destroy confidential

PERS045. Memorandum of Understanding between UW and Division of Class and Comp

Agreement between DER Secretary and UW System Administration, relating to personnel-related functions delegated to the UW System. Examples include, but are not limited to: academic studies to determine positions in classified service versus academic staff and gender equity study.

Location: DER DCLR and/or UW System Administration
A. UW Institution Personnel Office

Retention: Permanent
A. EVT. Event = supersede old agreements with new ones.

Disposition: Not applicable for DER DCLR and UW System Administration
A. Destroy

PERS046. Division of Compensation and Labor Relations Training Materials

DER DCLR staff retain reference copies of agency training policies and materials. DER DCLR staff develop and implement training in selective personnel areas, such as performance evaluation. Such training materials are maintained by the DCLR staff responsible for providing the training.

Retention: EVT. Event = supersede old training materials with current materials.

Disposition: Destroy

PERS047. DER DCLR Reference Collective Bargaining Case Files

The Bureau of Collective Bargaining maintains the official record. See "Collective Bargaining" section of the schedule. This is a working file for the Bureau of Classification and Compensation.

Note: Retain materials for two bargaining sessions following end of contract effective dates. Then submit historical records to DCB to retain longer, per PERS080.

Retention: EVT+ 4 years

Disposition: Destroy confidential

Compensation Plan Administration

DER Contact: Bureau of Compensation Director

PERS048. Biennial Compensation Plan for Non-Represented Employees

Includes preliminary proposals, public hearings, and the final proposal presented to the Joint Committee on Employment Relations. A similar set of documents exists for every recommendation for a modification or amendment made during the biennium. Once approved the comp plan is updated and replacement pages issued during the biennium. *Note:* One complete set of comp plans should be retained permanently for use in reclass, pay on reinstatement and pay on restoration computations.

Location: DER DCLR
A. Agency personnel office

Retention: Permanent
A. FIS+ 6 years (current fiscal year)

Disposition: Not applicable for DER DCLR
A. Destroy

PERS049. Moving and Lodging Expense Reimbursement

Requests for moving and lodging requests as a result of recruitments or personnel transactions of current state employees. There is permissive authority for hiring authorities to request and DER approve such reimbursement subject to established maximum amounts. Some agencies have delegated authority to approve these reimbursements; all others must be approved by the Secretary of DER.

Location: DER DCLR and/or agency personnel office

Retention: EVT+ 3 years. Event for both is date of approval or denial.

Disposition: Destroy confidential

PERS050. Family and Medical Leave Act (FMLA) State Guidelines

State guidelines per the Class and Comp bulletin interpreting FMLA.

Location: DER DCLR
A. Agency personnel office

Retention: Permanent (Used as a resource document for administering FMLA).
A. EVT. EVT = supersede to retain complete set of current guidelines

Disposition: Not applicable for DER
A. Destroy

PERS051. Employee FMLA Requests and Employer Responses

These records include, but are not limited to: basic payroll and employee data, employee FMLA request form, dates leave taken, record of any dispute and its resolution, medical certification and fitness for duty certification. Needed for reconstruction of pay histories; used for setting pay on

reinstatement, restoration, and calculations of over and/or under payments to employees. *Note:* All notifications to employees relating to FMLA records should be kept in the employee's official P-file. Medical certifications should be maintained in an employee medical record file.

Location: DER DCLR and/or agency personnel office

Retention: CR+ 3 years

Disposition: Destroy confidential

PERS052. Alphabetical Listing of Classifications-Publication

A listing of all classifications and associated data (e.g. class code, schedule, pay range) in the civil service system, current as of certain date. This is a reference document created by DER DCLR and sold through DOA Document Sales. *Note:* Each personnel office should retain one copy as reference document. Major agencies should have one copy for each personnel office.

Location: DER DCLR
A. Agency personnel offices and managers

Retention: Permanent
A. EVT. Event = superseded by new addition

Disposition: Not Applicable for DER
A. Destroy

PERS053. Pay Adjustment Reports from DOA Central Payroll (See Payroll and Related Records General Schedule, February 15, 1996)

Reports for the DOA Payroll System DOA Form Number CP-8 describing pay adjustments. DER receives this information to spot check that compensation changes are being properly implemented.

Location: DER DCLR and/or agency personnel office

Retention: CR+ 3 years—per RDA 90206, Payroll general records schedule.

Disposition: Destroy confidential

PERS054. Exceptional Performance Award (EPA) and Interim Award Reports

Reports on agency EPA and interim funding and award distribution, per DER policies and procedures.

Location: DER DCLR and/or agency personnel office

Retention: CR+ 3 years

Disposition: Destroy confidential

PERS055. Senior Managers Program

Agencies' discretionary lateral movement award criteria and related reports.

Location: DER DCLR
A. Agency personnel office

Retention:	Permanent A. CR+ 5 years
Disposition:	Not applicable for DER A. Destroy confidential

Compensation Research Administration

DER Contact: Bureau of Compensation Director

PERS056 Labor Market Surveys--Results and Reports

State conducted wage surveys and ad hoc wage surveys.

Location: DER DCLR
A. Agency personnel office

Retention: Permanent
A. CR+ 5 years

Disposition: Not applicable for DER
A. Destroy confidential

PERS057. Labor Market Surveys--Working Papers

Survey documents and analysis materials (SAS data sets, printouts, etc.)

Location: DER DCLR and/or agency personnel office

Retention: CR+ 4 years

Disposition: Destroy confidential

PERS058. Labor Market Surveys--Survey Responses

Completed paper survey responses

Location: DER DCLR and/or agency personnel office

Retention: EVT+ 1 year. Event or both is conclusion of survey.

Disposition: Destroy confidential

PERS059. Proprietary Wage and Benefit Surveys

Contractor purchased wage and benefit surveys.

Location: DER DCLR and/or agency personnel office

Retention: EVT+ 6 years. Event for both is conclusion of survey.

Disposition: Destroy confidential

PERS060. Demographic and Payroll Statistics of Wisconsin Classified State Employees (Publication)

A reference document prepared by DER DCLR and sold as a resource on demographics of classified state employees. This report is used to perform trend analysis.

Location: DER DCLR

Retention: Permanent
Disposition: Not applicable

PERS061. Compensation Tables and Special Reports

Payroll statistical reports include Tables (Big 10, Hr. & \$, Little 10, etc.) Tables 1, 5, 6, 7, 8 and 10, and special reports. Big 10 tables provide payroll information on classifications. Little 10 tables and leave reports provide information on leave utilization and various additional compensation tools. These tables, along with special reports that are generated, are used in planning and during collective bargaining.

Location: DER DCLR
Retention: CR+ 15 years
Disposition: Destroy confidential

PERS062. Hours and Dollars Reports--Monthly

Report generated from DOA Central Payroll and used by DER DCLR in classification and survey analysis and for completion of the Annual Census of Governments Report.

Location: DER DCLR
Retention: CR+ 4 years (12 monthly reports then January, July, and October for Next 3 years)
Disposition: Destroy confidential

PERS063. Comparable Worth Study

Study of gender based equity in position classifications resulting in changes in placement of classifications on the salary schedule to redress gender based pay inequities. Records include significant study materials and the final report. Study was completed in 1986.

Location: DER DCLR
Retention: EVT+ 5 years. Event=Date of study completion.
Disposition: Transfer to SHSW

PERS064. Economic Data and Information--Annual Reports

Includes: economic periodicals, such as Monthly Labor Review, DRI/McGraw Hill, etc., state economic information from the federal and state government and employment reports from DILHR, the federal Department of Labor, and other sources. Data is used in analysis and planning relating to non represented compensation plan and collective bargaining.

Location: DER DCLR
Retention: Permanent
Disposition: Not Applicable

PERS065. Economic Data and Information--Monthly Reports

Includes: economic periodicals, such as Monthly Labor Review, DRI/McGraw Hill, etc., state economic information from the federal and state government, and employment reports from DILHR, the federal Department of Labor, and other sources. Data is used in analysis and planning relating to non represented compensation plan and collective bargaining.

Location: DER DCLR
Retention: CR+ 4 years
Disposition: Destroy confidential

PERS066. Compensation Reserve Development, Reports and Documentation (Tie to State Budget Future Records Schedule)

DER DCLR is responsible for the development of the DER compensation reserve recommendation that is submitted, with the approval of the DER Secretary, to the DOA State Budget Office. This recommendation is reviewed during the development of the Governor's biennial budget and will be the compensation and benefit package resulting from collective bargaining and the non represented plans (UW and classified), increases in health insurance premium costs, LOSP, and other related items. DER is responsible for monitoring and reporting to the DER Secretary on the status of the reserve and providing counsel on adjustments to be made.

Location: DER DCLR
Retention: CR+ 6 years
Disposition: Destroy confidential

PERS067. Cost Analysis of Economic Proposals During Collective Bargaining

Although the official collective bargaining files are maintained by the Bureau of Collective Bargaining, the Compensation Research Unit has responsibility for developing and computing the economic proposals and union economic demands during collective bargaining. The files consist of analysis of the economic component of issues raised during bargaining. *Note:* Submit historical materials to Collective Bargaining prior to destruction. See PERS 79.

Location: DER DCLR
Retention: CR+ 8 years
Disposition: Destroy confidential

C. Operations and Agency Personnel Office General Records

DER Contact: Division operations manager

Agency: Personnel manager or designated support staff

PERS068. DER Formal Documentation with the Joint Committee on Employment Relations (JCOER)

Meeting requests, notices, collective bargaining contracts, fiscal estimates, comp plan and amendments, meeting summaries, motions and correspondence.

Location: DER DCLR
A. Agency personnel office

Retention: Permanent
A. FIS+ 6 years (current fiscal year)

Disposition: Not applicable for DER
A. Destroy

PERS069. Responses to Governor's and Secretary's Correspondence

Control and tracking system to insure that correspondence is promptly and accurately responded. These are letters that are received from the DER Secretary and Governor requiring a response by a DER administrator.

Location: Appropriate DER Division

Retention: CR+ 1 year. (Rely on Secretary's Office, which keeps longer, per separate DER RDA 512/016.)

Disposition: Destroy

PERS070. Policy Related Correspondence

Policy related correspondence of DER administrator's or agency personnel managers.

Location: Appropriate DER division and/or agency personnel office.

Retention: CR+ 7 years

Disposition: Destroy.

PERS071. Routine Correspondence

Routine correspondence from DER administrators or agency personnel managers.

Location: Appropriate DER division and/or agency personnel office

Retention: CR + 3 years

Disposition: Destroy

PERS072. DER Bulletins

DER Bulletins such as Compensation and Labor Relations Personnel Bulletins (TSA Travel; SC Survey/Classification Changes; PP Pay Processing; POL Comp Plan/Leave and benefit Interpretations Policy Changes). These provide policy and procedures to agency personnel offices.

Location: Appropriate DER division.
A. Agency personnel office
B. Managers and supervisors

Retention: DER Retains master set permanently. Changes to existing bulletins must be documented in appropriate areas.
A. Keep one complete set of bulletins. Event=superseded.
B. Retain current bulletins as reference material. Non-records-Destroy when no longer needed.

Disposition: Not applicable for DER
A and B. Destroy

PERS073. Employee Interchange Agreements

Temporary reassignment of positions for up to two years under the civil service system per DER administrative rule and related procedures. Interchanges must be approved by DER. *Note:* Place copy of letter transferring employee via an interchange agreement in the employee's official P-file.

Location: DER DCLR
A. Agency personnel office
B. Managers and supervisors

Retention: CR+ 2 years
B. EVT+ 2 years
C. EVT. Event = the date of the end of the agreement.

Disposition: Destroy confidential

PERS074. Career Executive Program--Opt In or Out

Option letters, reallocation notices or certifications, and reports generated by DCLR. Career Executive positions receive increased benefits in return for a willingness to be assigned different work assignments under the civil service system. Eligible employees had a one-time opportunity to participate or not participate in the program. When filling existing or newly created Career Executive positions, the employee does not have the option of not participating in the program.

Location: DER DCLR
A. Agency personnel office:

Retention: EVT+ 8 years
A. Opt in or out letters should be retained in employee's official P-file.
Event = date of termination or separation from state employment.

Disposition: Destroy confidential

PERS075. Career Executive Program--Reports

Reports generated by DER DCLR relating to the Career Executive Program.

Location: DER DCLR and/or agency personnel office:
Retention: EVT. Event = supersede old report with the newest report.
Disposition: Destroy

PERS076. Personnel Employee History Roster

A report generated from payroll data that includes employee name, social security number (SS#), dept. 2nd level, class title, pay range and schedule, effective date, position type, base salary, and transaction type. DER receives this report once a month. Prior to 1970 a paper based index card was maintained for each employee. The RDA is 512/00043 with a retention period of EVT and a disposition of transfer. These records are confidential because they contain SS#s.

Note: Since this is a cumulative report including information on employees no longer on the payroll system as soon as the current report is received the older report has no value.

Location: DER DCLR
A. Agency personnel office
Retention: EVT. Event = superseded.
A. EVT. Event = superseded.
Disposition: DER records--Transfer to SHSW
A. Destroy confidential

PERS077. Agency Payroll Register

Received from DOA Central Payroll BI-weekly on pay week. Includes name, agency, classification salary and payroll deduction and information. Per the applicable provisions of Payroll and Related Records General Schedule, November 1997. See RDA 90209.

Location: DOA Central Payroll
A. DER DCLR and Agency personnel and/or payroll offices
B. Working copies
Retention: 90209 Master Fiche CR+ 50
A. 90209A. Agency Payroll Fiche CR+ 10 years
B. EVT. Event = Destroy when not needed
Disposition: Destroy confidential

D. Collective Bargaining and Related Records

DER Contacts: Bureau of Collective Bargaining Director.

PERS078. Election/ Union Certification Related Records (Existing WERC RDA 425/0009)

Records related to initial certification of unions by state. Used for reference in interpretation of contracts by DER, as well as WERC.

Location: Wisconsin Employment Relations Commission (WERC)

Agencies: None

Retention: EVT + 75 years . Event=Dissolution of union

Disposition: Transfer to SHSW

PERS079. Bargaining Unit Master Agreements Case File

Records related to contract language and interpretation of contract language for individuals that bargain with the state. Included bargaining notes, analysis of union proposals, and related materials on development of state positions on contracts.

Location: DER Bureau of Collective Bargaining

Agencies: None

Retention: EVT+ 4 years. Event = date signed contract enacted into law or date of contract implementation whichever is later.

Disposition: Destroy confidential

PERS080. Significant Collective Bargaining Policy Issues

Contains the first agreement with the major unions, significant union management issues, such as issues related to strikes, unfair labor practices, etc. that have continuing reference value. Material may be added from Bargaining Unit Master files.

Location: DER Bureau of Collective Bargaining

Agencies. None

Retention: Permanent

Disposition: N/A

PERS081. Agency Collective Bargaining and Labor Contract Administration Case File

Records related to contract language and interpretation of contract language, usually maintained by a agency personnel office in a large state agency. Could include completed abnormally hazardous task report (DER-CB 33) or equivalent form.

Location: Agency personnel office at headquarters or district/institution, or in both

Retention: EVT+ 5 years. Event = date signed contract enacted into law or date of contract implementation, whichever is later.

Disposition: Transfer to SHSW.

PERS082. Local Union Agreements

Records between state agencies and union locals on local issues, such as scheduling overtime and scheduling of vacation.

Location: Not kept by DER DCLR
Agency personnel offices (official copy)
A. Field personnel offices (working copy)

Retention: Permanent.
A. EVT+ 2 years. Event = date signed contract enacted into law or date of contract implementation, whichever is later.

Disposition: Not applicable
A. Destroy confidential

PERS083. Bureau of Collective Bargaining Case Digest Database

Digest of summary information, usually one page, of decisions rendered by arbitrators in precedential cases. Employer advocate provides brief summary of case facts; description of award; summary of arbitrator's reasoning; practice pointers/guidelines; and description of remedy, if any. Entered into a relational database for research purposes.

Location: DER DCLR

Retention: Permanent

Disposition: N/A

PERS084. Signed Contracts

Master signed contract for each bargaining unit for each biennia. Used as an ongoing reference document. Includes multiple copies of current contracts.

Note: All other copies of union contracts are publications and therefore are non-records. They should be destroyed when no longer needed. Usually when superseded by new contracts

Location: DER DCLR

Retention: Permanent

Disposition: N/A

PERS085. List of Mediators and Arbitrators for Panels

Obtained from the Personnel Commission, WERC and other groups to serve as arbitrators per Section 3 of AFSCME Council 24 and comparable sections of other state union contracts.

Location: WERC, Personnel Commission, and Other groups

Retention: Superseded (lists are revised as names are added/dropped)

Disposition: Destroy

PERS086. Union Member or Group Grievances

See article 4 of WSEU contracts and applicable language in other contracts. There are four steps: I. Prefiling and Step 1: Agency rep usually first-line supervisor responds to grievance and files response in Grievance file for reference; II. Step 2; III. Step 3; IV. DER Collective Bargaining File might include completed employee contract grievance report, form DER-25 or equivalent.

Location: First Level--First-Line supervisor
Second Level--Senior Manager
Third Level--agency personnel office

Retention: EVT+ 5 years. Event = the date grievance is resolved. Significant grievances that set precedents should be placed in the agency Collective Bargaining and Labor Contract Administration Case file. (See PERS081).

Disposition: Destroy confidential

PERS087. Arbitration Appeals--Non-precedential

See article 4 of WSEU and related contracts. These are the grievances that reach the fourth (4) step in the process. DER has over 1300 open arbitration appeals.

Location: DER DCLR and/or agency personnel office

Retention: EVT+ 5 years. Event = the date the grievance is resolved.

Disposition: Destroy confidential

PERS088. Arbitration Appeals--Precedential

See article 4 of WSEU and related contracts. These are the grievances that reach the fourth (4) step in the process. DER has over 1300 open arbitration appeals. These are the arbitration grievances that set precedents for collective bargaining.

Location: DER DCLR and/or agency personnel office (Keep copy of what is sent to
Administration DER. Place in Agency Collective Bargaining and Labor case file).

Retention: Permanent

Disposition: N/A

PERS089. Personnel Related Litigation Case Files

Cases not resolved through arbitration where the state is party to lawsuit. The Department of Justice represents the state in court with DER and agency legal counsel sometimes acts as Co-Counsel. Justice civil litigation case files are kept per RDA 455/0012 and RDA 455/0013.

Location: DER Office of Legal Counsel
A. Agency personnel offices
B. Agency working copies
C. Department of Justice

Retention: EVT+7 years
A. EVT+ 5 years. Event = date case is closed.
B. EVT. Event = date case is closed
C. See applicable DOJ RDA's.

Disposition: Destroy confidential
A. Destroy confidential
B. Destroy confidential
C. See applicable DOJ RDA's

PERS090. Comments and Evaluation on Bureau of Collective Bargaining Training

DER offers classes on Basic and Advanced Labor Management Relations and biennial briefing on settled union contracts.

Location: DER Collective Bargaining

Retention: EVT+ 5 years. Event = date of class/program

Disposition: Destroy

PERS091. Union Management Meetings

See Article XI, Sections 2 and 3 of WSEU contractor comparable sections of other contracts. May also be filed as part of DER Bargaining Unit Case File or Agency Collective Bargaining and Labor Contract Administration Case File.

Location: DER (for statewide meetings) and/or agency personnel offices
(for all others)

Retention: CR+ 5 years

Disposition: Destroy confidential

E. Affirmative Action and Equal Employment Opportunity Related Records

DER Contact: Division Administrator.

Note: DER RDA 0007, which covered all AA reports in general, is superseded by the more specific delineation of reports in this schedule.

PERS092. Council on Affirmative Action Annual Report

Annual report, published each December, containing the goals and accomplishment of the council. The council per ss. 15.177 and 230.46, Wis. Stats., advises the DER Secretary, evaluates affirmative action programs throughout the civil service system, seeks compliance with state and federal regulations, and recommends improvements in the state's affirmative action program. DER has the work papers and background materials for the report in a case file.

Location: DER Division of Affirmative Action (DAA)
A. Agency personnel offices have copies of the report, which is a publication.

Retention: CR+ 10 years
A. EVT. EVT = date when not needed. (Not a record.)

Disposition: Transfer to SHSW (Government Publication Library).
A. Destroy

PERS093. Council on Affirmative Action Meeting Minutes

The council usually meets quarterly. This record series includes, agendas, meeting materials, exhibits, and related material for each council meeting. DER maintains the official records for the council.

Location: DER DAA

Retention: DER: CR+ 10 years

Disposition: Transfer to SHSW.

PERS094. Affirmative Action Report for Wisconsin State Government

A DER prepared statewide annual summary affirmative action report for the Governor, Legislature, and state agency heads, each December, detailing the status of state affirmative action program accomplishments for the prior fiscal year. This series also consists of the agency yearly summary reports used in preparing the DER AA Report, such as the entry Professional Program Register Report, and state payroll data reports (AAIS).

Location: DER DAA and DER DMRS
A.. Agency Personnel Office

Retention: DER: CR+ 10 years
A. CR+5 years

Disposition: DER statewide annual summary AA report- Transfer to SHSW (Government Publication Library).

DER Copies of agency yearly summary reports and payroll data reports-
Destroy Confidential

A. Agency Personnel Offices-Destroy Confidential

**PERS095. State Agency and UW System Equal Opportunity/Affirmative Action Plans
EEO/AA**

Affirmative Action plans for each state agency and each unit of the UW System. Required by s. 230.04(9), Wis. Stats. Plans describe agency AA plans for periods of time from 2 to 3.5 years. DER monitors agency efforts to comply with EEO/AA standards contained in the guidelines for the development of their plans. See PERS096.

Each agency has a AA plan development case file. This contains policy-related items and related work papers that are developed for possible inclusion in the final agency AA plan.

Location: DER DAA
A. Agency personnel office and/or separate EEO/AA Office

Retention: CR + 3 years

Disposition: Transfer to SHSW Government Publication Library).
Note: Copies for UW Institutions will be in each UW institution archives
A. Destroy

PERS096. Compliance Reviews of State Agency and UW Institution AA Plans

DER Division of Affirmative Action completes around 10 compliance reviews of state agencies each year. The reviews assess agency mechanisms to achieve the AA-related goals established in the agency AA plans. This series includes: working papers, draft report, final report, and agency responses to DER recommendations.

Location: DER DAA and/or agency personnel office, and/or separate EEO/AA Office

Retention: CR+ 3 years

Disposition: Destroy confidential

PERS097. DER Policy and Guidance File for Doing AA Plans

A file of policy development materials and guidelines that DER uses to assist state agencies in completing AA plans.

Location: DER DAA
A. Agency personnel office and/or separate EEO/AA Office

Retention: CR + 3 years for both

Disposition: Transfer to SHSW (DER records)
A Destroy (agency records)

**PERS098. Federal EEOC-4 Report (Equal Opportunity Office) Report for the
State of Wisconsin**

A report prepared by DER for the state of Wisconsin and submitted to the federal EEOC under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, all state and local governments that have 15 or more employees are required to keep records and to make such reports to the EEOC, as are specified in the regulations of the Commission. The report is prepared from data in the PMIS (Personnel Management Information System) maintained by DOA, containing two fiscal years of data.

Location: DER DAA and/or agency personnel office and/or separate EEO/AA Office (reference copies)

Retention: CR + 6 years

Disposition: Destroy

PERS099. Underutilization Reports

A report prepared and updated biennially by DER that determines the availability of women and minorities in Wisconsin's relevant labor force. The availability of women and minorities is then compared to Wisconsin's state government's work force to determine which job groups have fewer women or minorities than could reasonably be expected by their availability in the relevant labor force. The report is prepared from US Census labor force data, work force data from the state payroll system, and applicant data from DER Division of Merit Recruitment and Selection.

Location: DER DAA
A. Agency personnel office and/or separate EEO/AA office (reference copies)

Retention: CR+ 6 years for both

Disposition: Transfer DER records to SHSW (Government Publication Library)
A Destroy agency records

PERS100. Veterans Employment Report

An annual report on the hiring of veterans for positions in Wisconsin civil service as required by ss. 230.25(1p) and 230.27(2k), Wis. Stats. The report is prepared each fiscal year for the DER Secretary, agency heads, Governor, Legislative leadership, and agency personnel managers. Prepared from DOA payroll information, DER data processing reports and hand tallied reports from agency personnel offices. Report accompanies the written hiring reasons report. Agencies report each permanent appointment (new or promotional) made from a certification of eligible applicants and each appointment to a project position, if the person appointed is not a veteran, the spouse of a veteran or a person the hiring of whom would serve affirmative action purposes.

Location: DER DAA
A. Agency personnel office and/or separate EEO/AA Office (Reference Copies)

Retention: CR+ 3 years for both

Disposition: Transfer DER records to SHSW (Government Publications Library)
A. Destroy agency records confidentially

PERS101. State Employment Options Annual Report

A report on the recruitment, placement into civil service positions and training of people hired who received AFDC (Aid for families with Dependent Children). The report is prepared each fiscal year

for the DER Secretary, agency heads, Governor, Legislative leadership and agency personnel managers.

Location: DER DAA
A. Agency personnel office and/or separate EEO/AA Office (Reference Copies)

Retention: CR+ 6 years for both

Disposition: Transfer DER records to SHSW (Government Publications Library).
A. Destroy agency records

PERS102. Agency AFDC Hiring Plan

Under the state initiative to encourage employment of recipients of AFDC in state government, DER requires agencies to submit a plan for hiring AFDC recipients. The specific actions on hires provides data to measure agency performance meeting the plan

Location: DER DAA and/or agency personnel office, and/or separate EEO/AA Office

Retention: CR+ 5 years

Disposition: Destroy

PERS103. AFDC Hiring Report

Under a state initiative to encourage employment of recipients of AFDC in state government, DER is assigned responsibility to develop standards for employment of AFDC recipients, provide technical assistance, and monitor agency implementation of the program. These individual reports completed by agency personnel offices, after every hire, provide the data for the State Employment Options Report above.

Location: DER DAA and/or agency personnel office, and/or separate EEO/AA Office

Retention: CR+ 2 years

Disposition: Destroy confidential

PERS104. Summer Affirmative Action Intern Program Annual Report

A report on the number, specific jobs, and EEO status of interns placed into the program. The report is prepared each fall covering activities for the previous summer. The report is prepared for the DER Secretary, agency heads, Governor, Legislative leadership and agency personnel managers.

Location: DER DAA
A. Agency personnel office and/or separate EEO/AA Office (Reference Copies)

Retention: CR+ 3 years for both

Disposition: Transfer DER records to SHSW (Government Publication Library)
A. Destroy agency records

F. State Employee Suggestion Program Records

DER Contact: DER Program Coordinator

PERS105. State Employee Suggestion Board Meeting Minutes

The board usually meets quarterly. These record series includes agendas, meeting materials, exhibits and related material for each board meeting. DER maintains the official records for the board.

Location: DER Program Coordinator.

Retention: CR+ 10 years.

Disposition: Transfer to SHSW.

PERS106. Implemented Suggestions and Cash Awards

A case file is created for each suggestion that was evaluated by agency personnel, as having merit and a determination that the suggestion was implemented. A three-member panel of the board evaluates these suggestions and recommends cash awards for the suggestors. Fiscal records are handled per the Accounting and Fiscal General Schedule for the agency that makes the awards.

Location: DER program coordinator.
A. Agency personnel office and/or agency program coordinator.

Retention: DER CR+ 4 years.
A. Place letter in suggestor's P-file.

Disposition: Destroy confidential for both.

PERS107. Evaluation of Suggestions and Responses

Suggestions are forwarded to each agency State Employee Suggestion coordinator. Larger agencies may have multiple coordinators. Each coordinator is responsible for maintaining evaluators for suggestions. When a suggestion is made it is evaluated by the coordinator or a designated evaluator. A case file is established for each suggestion, which includes the suggestion, evaluation of the suggestion, and a response. DER and the State Employee Suggestion Board do not receive suggestions until after they have been evaluated as meritorious and they have been implemented.

This file may include DER forms. SESP-4 Suggestion Evaluation Form; SESP Acknowledge of Suggestion Received; SESP-4 Suggestion Evaluation Request; SESP-15 Request for Evaluation of Employee Suggestion; MAB-9 Agency Suggestion Log; SESP-3 Suggestion Status Report; SESP-16 Additional Award Request or agency equivalents.

Note: Place letter in suggestor's P-file, if evaluation indicates the suggestion is meritorious.

Location: Agency program coordinator and/or agency personnel office.

Retention: CR+ 2 years.

Disposition: Destroy confidential.

G. Training Related Records

DER Contact: DER Program Coordinator, Office of Employee Development and Training

PERS108. Catalog of State Offered Training Courses

DER Office of Employee Development and Training (OEDT) and larger individual agencies maintain and distribute catalogs of course offerings. Some are issued monthly, quarterly, semi-annually, or annually. Course catalogs includes, course offerings, dates, fees, registration deadlines, and sample forms on how to register. The DER Office of Employee Development and agency personnel office master catalogs are records. Other copies are publications and non-records.

Location: DER OEDT for its offerings and/or agency personnel offices (if applicable)

Retention: CR+ 2 years

Disposition: Destroy

PERS109. Training Related Documentation

Forms used to obtain agency approval to attend, register for specific classes, and document that the person attended specific training programs. Includes DER-OEDT-500 form and agency equivalents.

Administrative Suggestion: Place copy of approval form in official P-file and supervisor's P-file. Employees are encouraged to keep "proof" that they attended specific classes, if needed, by maintaining their own file with training they have completed.

Location: DER OEDT for its offerings and/or agency personnel offices (if applicable)

Retention: CR+ 1 year

Disposition: Destroy confidential

PERS110. Course Evaluations

Forms including DER-OEDT-8 Training Evaluation Summary or agency equivalents and other written information from course attendees evaluating the class and the instructors who presented the materials.

Location: A. DER OEDT for its offerings and/or agency personnel offices (if applicable)

Retention: CR+ 6 months

Disposition: Destroy confidential

PERS111. Training Vendors Hired

A file of training vendors who have taught or provided training to state of Wisconsin and UW staff. The file may include class outlines, resumes, instructional materials and related materials. The

procurement-related records are covered under the applicable sections of the Purchasing and Procurement General Records Schedule, December 1992.

Location: DER OEDT for its offerings and/or agency personnel offices (if applicable)

Retention: EVT+ 1 year. Event = date the vendor last provided a class.

Disposition: Destroy

PERS112. Training Vendors -Not Hired

A file of training vendors who are interested in providing training to state of Wisconsin and UW staff and have sent materials outside a procurement process. The file may include class outlines, resumes, instructional materials and related materials.

Location: DER OEDT for its offerings and/or agency personnel offices (if applicable)

Retention: CR+ 1 year

Disposition: Destroy

PERS113. Course Materials for Basic Supervisory Training

All new supervisors are required to take DER's Basic Supervisor Training Program. This record series contains the curriculum, training materials, presenters and related materials for the program.

Location: DER OEDT for its offerings and/or agency personnel offices (if delegated)

Retention: EVT. Event = superseded. Maintain master set of materials.

Disposition: Destroy

PERS114. Delegation Agreements for Training Related Activities

Larger state agencies can request delegation authority for certain training related activities. This is the official request, analysis and approval of such requests.

Location: DER OEDT and/or agency personnel offices requesting delegation

Retention: EVT + 1 year. Event = the termination of the delegation agreement.

Disposition: Destroy

PERS115. Tracking Systems for Managing Training Activities

Database systems that keep track of employee attendance at training activities. These systems can include, but are not limited to: tracking the employees name, work unit name, address, telephone, dates of training, name of class attended, and evidence of satisfactory completion of training. Most are developed on Access or other industry standard database software. Once established these systems are usually permanent. The data needs to be purged as people leave state agencies

Note: Copies of completed training classes should be filed in official P-file, which should transfer with the employee when they transfer within state service.

Location:	DER OEDT and/or agency personnel offices
Retention:	Course Offerings: EVT+ 1 year. Event = date course no longer offered. A. Courses by employee and organization EVT+ 1 year. Event= date employee leaves organization
Disposition:	Destroy confidential for both

H. Employee Assistance Program Related Records

The DER EAP State Coordinator position was eliminated and although the program is in operation currently DER oversight is minimal. If the EAP position is reinstituted in DER, some of the retention periods in this section of the schedule may need to be revised.

The State of Wisconsin Employee Assistance Program (EAP) is a confidential work-site program designed to assist in the prevention, early identification and resolution of behavioral, medical and productivity problems associated with employees affected by personal concerns. DER's responsibility for coordinating the program was established by Executive Order 94, issued by Governor Thompson on June 12, 1990.

PERS116. Employee Assistance Coordinator(s) Case Files— Except UW Madison, Extension, and UW Center System

This series includes documents created when state employees are appointed by their agencies as EAP coordinators, apply or reapply to be EAP coordinators. Each case file includes appointment letters or original applications, letters of reference, signed code of ethics statements, and forms to reapply for current EAP coordinators.

Location: Agency EAP director/service provider office

Retention: EVT+ 5 years. Event = termination of EAP coordinator duties.

Disposition: Destroy confidential

PERS117. Denied Application Files for EAP Coordinator Positions – Except UW Madison, Extension, and UW Center System

This series includes documents when state employees apply to be EAP coordinators within state agencies but they have been denied for various reasons. Series includes applications, letters of reference, and notification of denial for each applicant.

Location: Agency EAP director/service provider office

Retention: EVT+ 5 years. Event = date of denial.

Disposition: Destroy confidential

PERS118. EAP Program Policy and Standards

This series includes a copy of the current executive order with the approved policies and program standards governing the program.

Location: Agency EAP director/service provider office

Retention: EVT+ 5 years. Event = superseded by revised and approved updated policies and standards.

Disposition: Transfer to SHSW

PERS119. EAP Statistical Reports and Program Accomplishments

This series includes statistical reports, agency utilization summaries, and statewide year-end reports and summaries of EAP activities. The information included in this series summarizes program utilization and various other program activities and is used for purposes of program evaluation, policy/procedure and the development of future program goals. All agencies are required to prepare utilization reports.

Location: Agency EAP director/service provider office

Retention: CR+ 5 years

Disposition: Destroy confidential

PERS120. EAP Contact Report Form

This series includes contact report forms completed by EAP coordinators, following all contacts with state employees. Used for preparation of annual program reports.

Location: Agency EAP director/service provider office

Retention: EVT. Event = completion of statewide year end report for each agency.

Disposition: Destroy confidential

PERS121. EAP Case Files –Except UW Madison, Extension, and UW Center System

This series includes confidential records documenting an employee's contact with EAP. Series may include: case notes written by EAP staff, signed consents for release of information, medical/treatment records received from employee's treatment provider, or other reports from internal or external sources.

Location: Agency EAP director/service provider office.

Retention: EVT+ 1 year. Event = termination of the immediate contact and no further follow-up action seems necessary.

Disposition: Destroy confidential

PERS122. EAP Case Files at UW Madison, Extension, and UW Center System

This series includes contact record sheet, occasional information from outside parties including physicians, and anecdotal information from counseling meetings. These contact files are maintained by the individual counselors while there is active contact with the employee. After file becomes inactive, it is moved to a central file.

Location: Agency EAP director/service provider office

Retention: EVT+ 7 years. Event = date of last contact.

Disposition: Destroy confidential

PERS123. EAP Satisfaction Surveys

This series includes documents created when agencies conduct EAP satisfaction surveys or when an employee has utilized EAP services. Records are maintained by the agency conducting the survey.

Location: Agency EAP director/service provider office

Retention: EVT. Event = the survey analysis has been completed.

Disposition: Destroy confidential

I. General Personnel Administration

Note: This section covers general personnel records maintained by all state agencies.

PERS124. Official Personnel File

Documents employee personnel actions during the employment of the employee. The official P-file belongs to DER (RDA #9) but is kept at the agency that hires the employee until separation from state service. Upon termination of an employee from state service, the file is retained for one year by the agency then transferred to the State Records Center for an additional seven years. At the State Records Center the file information is entered into a database searchable by name, SS#, and a computer assigned number. Refer to DER procedures on transferring P-files to the State Records Center. DER-PERS-3 form is the official employee personnel file folder.

When an employee transfers from one state agency to another, DER policy requires the former or sending agency to transfer the official P-file to the new or receiving agency.

Includes files for permanent, project and limited term employees, in both the classified and unclassified state service.

Employees should be encouraged to keep a file of their important personnel-related records at home. See section on "Employee Responsibilities."

Note: Payroll and tax-related records should be kept in a separate payroll-related employee case file per the Payroll Records General Schedule, as this has a shorter retention period.

Location: Agency personnel office at headquarters and/or field locations.

Retention: EVT+ 8 years. Event = termination date of state service.

Disposition: Destroy confidential

PERS125. Supervisors Working Copy--Personnel File

A working file maintained by supervisors of personnel actions for their employees. Essentially a duplicate file of items also in the official P-file although this file may contain items that are not in official personnel file.

Note: All other duplicate personnel files at the unit, section, bureau, or division level should be discouraged.

Location: Supervisor

Retention: EVT. Event = the date of separation from supervision.

Disposition: Destroy confidential

PERS126. Employee Medical Case Files

Includes medical exams, test results, and occupational health related records. Only certain jobs require routine medical exams and would have these types of records. Due to confidentiality of medical records do not combine with the official Personnel File.

Note: The Worker's Compensation General Records Schedule, July 1997 has retention periods of EVT+ 30 years for worker's compensation claims cases. Do not use this records series for WC claims.

Location: Agency personnel office and/or Occupational Health Office

Retention: EVT + 8 years. Event = date of separation from employment in job that requires medical exams or maintenance of medical records.

Disposition: Destroy confidential

PERS127. Medical Records involving Employee Exposure to Hazardous Substances.

Includes the specifics of the incident and any follow up actions to address the exposure. Much of the material in this record series may duplicate the official worker's compensation claim case file. In cases of exposure an employee medical record case file would be created, if it does not exist. If a medical file did exist, it would be transferred to this record series and subject to a longer retention period.

The OSHA standard provides for employee access and retention of certain records, when there has been exposure to toxic substances and harmful physical agents. See OSHA standard 29CFR 1910.20.

Employee medical record; employee exposure records; analysis using exposure or medical records; and applicable Material Safety Data Sheets or equivalent materials have a long term retention requirement

- A. Background data of environmental monitoring (i.e. laboratory reports)
- B. Sampling reports, collection and analytical methodology (sampling plan) and summary of background data relevant for environmental monitoring

Location: Agency personnel office and/or Occupational Health Office

Retention: EVT+ 30 years. Event = termination of employment.
A. CR+ 1
B. CR+ 30 years

Disposition: Destroy confidential for all categories.

PERS128. Employee Handbook Including Agency Work Rules

A publication that contains general policies and procedures of the organization. It usually contains: the organization mission statement, organization structure, equal opportunity/AA Policy statement, basic information on work rules, benefits, code of ethics, department policies and summary information on department programs. Employees are usually asked to sign an acknowledgment that they have received the handbook. This is maintained in the official P-file.

Note. Employee copies are non-records and can be destroyed when not needed or superseded by new edition.

Location: Agency personnel offices are usually responsible for maintaining the official materials for the handbook.

Retention: EVT. Event = reissuance.

Disposition: Transfer one copy as being reissued to SHSW Archives (Government

PERS129. Drug and Alcohol Test Records

The Omnibus Transportation Employee Testing Act and the related federal DOT regulations mandating alcohol misuse and drug use prevention and control require certain employees in safety sensitive positions to submit to periodic or random substance abuse testing. Each agency must designate one or more program coordinators who are responsible for administration of the program. Oftentimes the administration of the tests is contracted out to firms that specialize in this type of work.

Note: Place in existing (or create) an employee medical case file. Under DOT regulations any safety sensitive employee who tests positive must immediately be removed from performance of these duties. The employee can not return to duty until specified conditions are met.

These retention periods are included in the program guidelines:

Records of negative and canceled controlled substance or alcohol test results that were less than 0.02: 1 year.

A. Records related to training; and records related to controlled substances and alcohol collection processes: 2 years.

B. Verified positive drug test results; alcohol test results with a concentration of 0.02 or greater; Equipment calibration documentation; documentation of refusal to take a required drug or alcohol test; and SAP referrals and evaluations: 5 years

Location: Agency coordinators from Testing Facility

Retention: CR+ 1
A. CR+ 2
B. CR+ 5

Disposition: Destroy confidential in all cases

PERS130. Apprenticeship Case Files

Chapter 106 of statutes describes the requirements for apprenticeship. If state agencies employ apprentices, they are subject to these requirements. The signed indenture agreement should be placed in the employee's official P-file and a copy also kept in the master tradesperson responsible for training the apprentice. The master tradesperson is usually the apprentices' supervisor.

Location: Official and/or supervisor's P-file

Retention & Disposition: EVT+ 8 years. Event = separation from state service.

PERS131. Seniority Lists

Lists of employees by employee unit with dates each employee began state service. These are needed to administer union contracts and other aspects of personnel management. Created periodically from the Central Payroll System.

Location: Agency personnel office and/or supervisors

Retention: EVT. Event = superseded

Disposition: Destroy

PERS132. Letters of Recommendation or Endorsement

Free format letters or preprinted forms recommending or endorsing an applicant for a position or admittance to a school program.

Location: Person providing recommendation or endorsement

Retention: CR + 6 months.

Disposition: Destroy confidential

PERS133. Unit, Section, Bureau, Division, or Department Lists of Employees and Emergency Contact Information

Information on who to contact in case of an emergency at the workplace. May also include name of physician or HMO. Update periodically and distribute to all staff.

Location: Designated coordinator has master. All others have copies.

Retention: EVT. Event = supersede

Disposition: Destroy confidential

PERS134. Agreements to Provide a Work Site for Employment

Agreements to provide inmate, developmental disabled individuals, people on public assistance or others groups with a work site. The agreement lays out the terms and conditions and responsibilities of the state agency and the sponsoring organization.

Location: Agency personnel office and/or the agency manager responsible for the program.

A. Supervisor of program participants

Retention: EVT+ 1. Event = termination of program
A. EVT Event = end of participation in program

Disposition: Destroy for both

PERS135. Assignment and Release of State Owned Property

Form (DOA 5013) or agency comparable, that is completed by the supervisor and signed by the employee at the time state-owned equipment/property is used by the employee. Use to verify receipt of the property and that assigned items have been returned. Items could include mobile phones, pagers, portable computers, keys, etc.

Location: Agency personnel office (Place in official P-file when received)
A. Supervisor

Retention: EVT+ 8 years. See PERS124.
B EVT See PERS125

PERS136. Supervisor Nomination for EPA and Equity Pay Awards

Required form or memo requesting that employees be considered for EPA and equity pay awards. Forwarded with rationale to the central personnel office through the established chain of command. Includes award notification for those individuals receiving awards.

Location: Agency Personnel and/or Payroll Office (Place in official P-file)
A. Supervisor

Retention: EVT+ 8 years. See PERS124.
A. EVT See PERS125

**PERS137. Non Represented Grievances and Appeals
(See PERS086 for Union Member Grievances)**

A written complaint requesting relief in an employment matter for which the department has the ability to make the change. Many departments have specified grievance forms. The grievance should note the subject and contain a clear and concise statement of the grievance by indicating the issue involved, the date the incident took place, and the relief sought.

- I. Step 1. Agency rep usually first-line supervisor responds to grievance and files response in Grievance file for reference.
- II. Step 2. Section Chief
- III. Step 3. Division administrator (after consultation with personnel office)
- IV. Step 4. Personnel Commission, if applicable

Location/custodian: First Step --First-line supervisor
Second Step--Section chief or bureau director
Third Step--Division administrator, after consultation with agency personnel office
Fourth Step--Personnel Commission, if the grievant alleges a violation of statute or administrative code.

Retention: EVT+ 5 years.
Event = the date grievance is resolved. Significant grievances that set a precedent should be placed in an agency grievance case file.

Disposition: Destroy confidential

PERS138. Agency Grievance Case File

A case file of grievances and responses used to insure that an agency responds consistently to grievances that cover the same or similar issues.

Location: Agency personnel office

Retention: Permanent

Disposition: Not applicable

PERS139. Employee Discipline Related Records (Represented and Non represented)

When employees consistently fail to meet minimal performance standards or violate department work rules or state law, discipline may be administered. The following levels of discipline exist.

verbal reprimand; written reprimand; suspension with or without pay; and termination. Note: All discipline should be preceded by an investigatory meeting. Documentation of investigatory meetings including minutes and notes should not be included in the official P-file.

Location: Supervisor and/or agency personnel office

Retention: Investigatory meeting minutes and notes and verbal reprimands
CR+ 1

A. Written reprimand, Suspension With Or Without Pay, and Termination.
CR+ 5

Disposition: Destroy confidential—in all cases

PERS140. Employee Layoff Records

Layoff records could include notice of at risk status or impending layoff; all union/individual notices; copy of the layoff plan to include organization charts, if appropriate; any other documents that details or explains the layoff as it affected the employee. Other documents could include seniority lists, referral to other positions, and documentation that a “reasonable offer was made”. And either accepted or turned down.

Location: Agency personnel office
A. Supervisor copy

Retention: Layoff related materials from an organizational perspective should be filed in “Policy-Related Correspondence” case file. See PERS070.

Layoff related materials from the employee perspective should be filed in the Official P-file

1. If the individual is restored/recalled/ reinstated
EVT + discretion of appointing authority to remove upon permanent status in class being achieved.
Event = date of restoration/recall/ reinstatement

2. If the individual is not restored/recalled/reinstated see PERS124

A. File in supervisor’s working P-file. See PERS125.

Disposition: Destroy confidential in all cases.

PERS141. Requests and Responses for Alternative Work Schedules

Employee requests and management action on requests for alternative work schedules. Depending on the nature of the request and individual agency policies they must be approved at varying levels in the organization. Approved changes are then entered into the leave accounting system using Employee Work schedule form (AD-EA 167) or agency comparable.

Location: Agency Personnel and/or Payroll Office
A. Supervisor

Retention/Disposition: Agency personnel office. Place in Official P-file (See PERS124)
A. See retention for supervisor’s P file (See PERS125)

PERS142. Reasonable Accommodation Requests and Evaluations

Evaluations of pre-vocational and vocational skills to determine ability of employees to perform duties and the nature of reasonable accommodations that can or can not be made in the workplace, based on the specific requirements of the job in question.

Location: Agency personnel office
A. Supervisor

Retention: EVT+ 8 years. See PERS124.
B. EVT See PERS125

Disposition: Destroy confidential for both

PERS143. Employee Performance Plans and Periodic Evaluations

Performance plans flesh out the requirements and expectations of positions, as contained in the position description, in writing after meetings between the employee and the supervisor. Performance plans are related assessments are required during an employee's probationary period, at least once annually for all employees and more frequently for those employees having difficulties meeting job requirements

Location: Agency personnel office
A. Supervisor

Retention: EVT+ 8 years. See PERS124.
A. EVT See PERS125.

Disposition: Destroy confidential for both

PERS144. Exit Interview Records

These records document and address issues and concerns both negative and positive of employees who are leaving a state agency or transferring to another unit within the organization. These documents may be used improve organizational effectiveness by capturing feedback from employees. The records include exit interview forms and relevant follow-up materials.

Location: Agency Personnel Offices

Retention: Event + 3 years. Event= Date of final interview

Disposition: Destroy confidential

PERS145. Discrimination Case Files

These records contain complaint statements or allegations, correspondence, investigative reports which state the decision made, appendices and other materials gathered as evidence in discrimination cases files by the public, employees, and applicants for employment by state agencies. This record series documents that agencies are providing due process under the law in managing allegations of discrimination. See PERS089, Personnel Related Litigation Case File if a lawsuit is filed.

Location: Agency Personnel Offices

Retention: Event + 5 years Event= date of case closure

Disposition: Destroy confidential

A P P E N D I C E S

Appendix 1: Record Series Summary Information by Record Series Number

PERS001.	AIMS AND ERCS DOCUMENTATION	S	EVT	Destroy
PERS002.	REQUEST TO STAFF POSITIONS	P	EVT	Destroy
PERS003.	JOB ANNOUNCEMENTS AND RELATED RECORDS	P	EVT	Destroy
PERS003A	JOB ANNOUNCEMENTS AND RELATED RECORDS	P	EVT	Destroy
PERS004.	EMPLOYMENT APPLICATIONS	P	EVT+3	Destroy
PERS005.	REGISTER FOLDER--DER AND AGENCY PERSONNEL OFFICE	P	EVT+4	Destroy
PERS005A	REGISTER FOLDER--OTHER AGENCY AND SUPERVISOR COPIES	P	EVT	Destroy
PERS006.	EXAMINATION FOLDERS--DER AND/OR AGENCY PERSONNEL OFFICES	P	EVT+4	Destroy
PERS006A	EXAMINATION FOLDERS--AGENCY AND SUPERVISOR COPIES	P	EVT	Destroy
PERS007.	CERTIFICATION REQUESTS, LISTS OF CANDIDATES, AND GROUP REFERRALS	P	EVT+4	Destroy
PERS007A	CERTIFICATION REQUESTS, LISTS OF CANDIDATES, AND GROUP REFERRALS	P	EVT	Destroy
PERS008.	INTERVIEW DOCUMENTATION	P	EVT+4	Destroy
PERS009.	DOCUMENTATION TO DMRS AFTER A HIRE	P	EVT+4	Destroy
PERS010.	ANNUAL SUMMARY REPORT TO DMRS ON HIRES--DER DMRS	P	CR+10	Destroy
PERS010A	ANNUAL SUMMARY REPORT TO DMRS ON HIRES--AGENCY PERSONNEL OFC.	P	CR+5	Destroy
PERS011.	LTE REQUEST/REPORTS	P	EVT+1	Destroy
PERS012.	REQUESTS/RESPONSE: PERMISSIVE, REINSTATE, TRANSFER, VOL. DEMOTE	P	EVT+1	Destroy
PERS013.	UNSOLICITED RESUMES AND GENERAL EXPRESSIONS OF INTEREST IN EMP.	P	CR+0/06	Destroy
PERS014.	AFFIRMATIVE ACTION RESUME BANK	P	CR+0/06	Destroy
PERS015.	OFFERS OF EMPLOYMENT	P	EVT	Destroy
PERS016.	NON SELECT LETTERS	P	EVT+1	Destroy
PERS017.	FEDERAL I-9 FORMS	P	EVT+3	Destroy
PERS018.	TEST ADMINISTRATION RELATED RECORDS	P	EVT+1	Destroy
PERS019.	DELEGATION AGREEMENT--STAFFING--DER DMRS	P	EVT+3	Destroy
PERS019A	DELEGATION AGREEMENT--STAFFING AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS020.	DELEGATION PERFORMANCE AUDITS--STAFFING--DER DMRS	P	EVT+3	Destroy
PERS020A	DELEGATION PERFORMANCE AUDITS--STAFFING--AGENCY PERSONNEL OFC.	P	EVT	Destroy
PERS021.	REQUEST FOR RECLASSIFICATION OF A CIVIL SERVICE POSITION--NON DELEG.	P	EVT+3	Destroy
PERS021A	REQUEST FOR RECLASSIFICATION OF A CIVIL SERVICE POSITION DELGATED	P	EVT+1	Destroy
PERS022.	REQUEST FOR RECLASSIFICATION--NON DELEGATED UNOFFICIAL COPY	P	EVT	Destroy
PERS023	REQUEST FOR RECLASSIFICATION--DELEGATED AGENCIES DER DCLR	P	EVT+1	Destroy
PERS023A	REQUEST FOR RECLASSIFICATION--DELEGATED AGENCIES PERSONNEL OFC.	P	EVT+3	Destroy
PERS024.	REQUEST FOR RECLASSIFICATION--DELEGATED AGENCIES UNOFFICIAL COPY	P	EVT	Destroy
PERS025.	REALLOCATION OF CIVIL SERVICE POSITIONS DELEGATED CLASSES DER	P	EVT+2	Destroy
PERS025A	REALLOCATION OF CIVIL SERVICE POSITIONS DELEGATED CLASSES PERS OFC.	P	EVT+1	Destroy
PERS026.	REALLOCATIONS NON DELEGATED CLASSIFICATIONS--DER	P	EVT+3	Destroy

Appendix 1: Record Series Summary Information by Record Series Number

PERS026A	REALLOCATIONS NON DELEGATED CLASSIFICATIONS--AGENCY PERS. OFC.	P	EVT+1	Destroy
PERS027.	SUPERVISOR, BUREAU DIRECTOR, & DIV ADM APPROVALS--REALLOCATIONS	P	EVT	Destroy
PERS028.	REORGANIZATION REQUESTS AND DER APPROVAL OF CLASS LEVELS--DER	P	EVT+1	Destroy
PERS028A..	REORGANIZATION REQUESTS AND DER APPROVAL OF CLASS LEVELS--AGENCY	P	EVT+1	Destroy
PERS029	POSITION DESCRIPTIONS BENCHMARK DER APPROVAL--DER	P	Perm.	Retain P
PERS029A	POSITION DESCRIPTION--ALL OTHERS--DER APPROVAL	P	EVT	Destroy
PERS029B	POSITION DESCRIPTIONS--AGENCY PERSONNEL OFFICES	P	EVT	Destroy
PERS030.	POSITION DESCRIPTIONS--SUPERVISOR'S FILE	P	EVT	Destroy
PERS031.	POSITION CLASSIFICATION SPECIFICATIONS--DER DCLR	P	Perm.	Retain P
PERS031A	POSITION CLASSIFICATION SPECIFICATIONS--AGENCY PERSONNEL OFC	P	EVT	Destroy
PERS031B	POSITION CLASSIFICATION SPECIFICATIONS--SUPERVISOR COPIES	P	EVT	Destroy
PERS032	CLASS SURVEYS--REPORTS AND RESULTS--DER AND DELEGATED AGENCIES	P	Perm.	Retain P
PERS032A	CLASS SURVEYS--REPORTS AND RESULTS NON DELEGATED AGENCIES	P	EVT+2	Destroy
PERS033.	CLASSIFICATION SURVEYS--WORKING PAPERS	P	EVT+2	Destroy
PERS034.	APPEALS OF PERSONNEL ACTIONS--DER OFFICE OF LEGAL COUNSEL	P	EVT+11	Destroy
PERS034A	APPEALS OF PERSONNEL ACTIONS--AGENCY LEGAL COUNSEL/PERS OFFICE	P	EVT+4	Destroy
PERS035.	APPROVAL OF EMPLOYEE AS PROTECTIVE OCCUPATION--AGENCY PERS OFC	P	EVT+7	Destroy
PERS035A	APPROVAL OF EMPLOYEE AS PROTECTIVE OCCUPATION--DER ANALYSTS	P	EVT+1	Destroy
PERS035B	APPROVAL OF EMPLOYEE AS PROTECTIVE OCC.--DER DCLR POLICY COORD.	P	Perm.	Retain P
PERS036.	FLSA FORMAL AND INFORMAL COMPLAINT FILES--SUMMARY DOCUMENTS--DER	P	Perm.	Retain P
PERS036A	FLSA FOR AND INFORMAL COMPLAINTS--SUMMARY DOCUMENTS--AGENCY	P	EVT+3	Destroy
PERS037.	FLSA FORMAL AND INFORMAL COMPLAINT WORKING DOCUMENTS	P	EVT+3	Destroy
PERS038.	FLSA STATUS REQUESTS	P	EVT+3	Destroy
PERS039.	REVIEW OF POSITIONS FOR PLACEMENT IN EXECUTIVE SALARY GROUPS	P	Perm.	Retain P
PERS040.	DELEGATION AGREEMENTS--CLASS AND COMP--DER DCLR	P	EVT+2	Destroy
PERS040A	DELEGATION AGREEMENTS--CLASS AND COMP--AGENCY PERS OFFICE	P	EVT	Destroy
PERS041.	DELEGATION PERFORMANCE AUDITS--DER DCLR	P	EVT+2	Destroy
PERS041A	DELEGATION PERFORMANCE AUDITS--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS042.	AGENCY REQUESTS TO RAISE THE MINIMUM RATE FOR A CLASS--DER DCLR	P	EVT+3	Destroy
PERS042A	REQUESTS TO RAISE THE MINIMUM RATE FOR A CLASS--AGEN PERS OFFICE	P	EVT	Destroy
PERS043.	AGENCY REQUESTS TO HIRE ABOVE THE MINIMUM (HAM)--DER DCLR	P	EVT+3	Destroy
PERS043A	AGENCY REQUESTS TO HIRE ABOVE THE MINIMUM (HAM)--AGEN PERS OFC.	P	EVT	Destroy
PERS044.	ACCRETIONS AND CONVERSIONS	P	CR+3	Destroy
PERS045.	MEMO. OF UNDERSTANDING BETWEEN UW AND DCLR--DER AND SYSTEM	P	P	Perm. Retain
P				
PERS045A	MEMO. OF UNDERSTANDING BETWEEN UW AND DER--INSTITUTIONS	P	EVT	Destroy
PERS046.	DIVISION OF CLASS AND COMP TRAINING MATERIALS	P	EVT	Destroy

Appendix 1: Record Series Summary Information by Record Series Number

PERS047.	DIV. CLASS AND COMP REFERENCE COLLECTIVE BARGAINING CASE FILES	P	EVT+4	Destroy
PERS048.	BIENNIAL COMPENSATION PLAN FOR NON REPRESENTED EMPLOYEES--DER	P	Perm.	Retain P
PERS048A	BIENNIAL COMPENSATION PLAN FOR NON REPS--AGENCY PERSONNEL OFC.	P	FIS+6	Destroy
PERS049.	MOVING AND LODGING EXPENSE REIMBURSEMENT	P	EVT+3	Destroy
PERS050.	FAMILY AND MEDICAL LEAVE ACT (FMLA)STATE GUIDELINES--DER	P	Perm.	Retain P
PERS050A	FMLA STATE GUIDELINES--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS051.	EMPLOYEE FMLA REQUESTS AND EMPLOYER RESPONSES	P	CR+3	Destroy
PERS052.	ALPHABETICAL LISTING OF CLASSIFICATIONS--PUBLICATION--DER	P	Perm.	Retain P
PERS052A	ALPHABETICAL LISTING OF CLASSIFICATION--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS053.	PAY ADJUSTMENT REPORTS FROM DOA CENTAL PAYROLL	P	CR+3	Destroy
PERS054.	EXCEPTIONAL PERFORMANCE AWARD (EPA) AND INTERIM AWARD REPORTS	P	CR+3	Destroy
PERS055.	SENIOR MANAGERS PROGRAM--DER	P	Perm.	Retain P
PERS055A	SENIOR MANAGERS PROGRAM--AGENCY PERSONNEL OFFICE	P	CR+5	Destroy
PERS056	LABOR MARKET SURVEYS--RESULTS AND REPORTS--DER	P	Perm.	Retain P
PERS056A	LABOR MARKET SURVEYS--RESULTS AND REPORTS--AGENCY PERS OFFICE	P	CR+5	Destroy
PERS057.	LABOR MARKET SURVEYS--WORKING PAPERS	P	CR+4	Destroy
PERS058.	LABOR MARKET SURVEYS--SURVEY RESPONSES	P	EVT+1	Destroy
PERS059.	PROPRIETARY WAGE AND BENEFIT SURVEYS	P	EVT+6	Destroy
PERS060.	DEMOGRAPHIC AND PAYROLL STATISTICS--WIS CLASSIFIED EMPLOYEES	P	Perm.	Retain P
PERS061.	COMPENSATION TABLES AND SPECIAL REPORTS	P	CR+15	Destroy
PERS062.	HOURS AND DOLLARS REPORTS--MONTHLY	P	CR+4	Destroy
PERS063.	COMPARABLE WORTH STUDY--DER	P	EVT+5	Transfer
PERS064	ECONOMIC DATA AND INFORMATION--MONTHLY REPORTS	P	CR+4	Destroy
PERS066.	COMPENSATION RESERVE DEVELOPMENT, REPORTS AND DOCUMENTATION	P	CR+6	Destroy
PERS067.	COST ANALYSIS OF ECONOMIC PROPOSALS DURING BARGAINING	P	CR+8	Destroy
PERS068.	DER FORMAL DOCUMENTATION WITH JCOER--DER	P	Perm.	Retain P
PERS068A	DER FORMAL DOCUMENTATION WITH JCOER--AGENCY PERSONNEL OFFICE	P	FIS+6	Destroy
PERS069.	RESPONSES TO GOVERNOR'S AND SECRETARY'S CORRESPONDENCE--DER	P	CR+1	Destroy
PERS070.	POLICY-RELATED CORRESPONDENCE	P	CR+7	Destroy
PERS071.	ROUTINE CORRESPONDENCE	P	CR+3	Destroy
PERS072.	DER BULLETINS--DER	P	Perm.	Retain P
PERS072A	DER BULLETINS--AGENCY PERSONNEL OFFICES	P	EVT	Destroy
PERS072B	DER BULLETINS--MANAGERS AND SUPERVISORS	P	EVT	Destroy
PERS073.	EMPLOYEE INTERCHANGE AGREEMENTS--DER	P	CR+2	Destroy
PERS073A	EMPLOYEE INTERCHANGE AGREEMENTS--AGENCY PERSONNEL OFFICE	P	EVT+2	Destroy
PERS073B	EMPLOYEE INTERCHANGE AGREEMENTS--MANAGERS AND SUPERVISORS	P	EVT	Destroy
PERS074.	CAREER EXECUTIVE PROGRAM-OPT IN OUT--DER	P	EVT+8	Destroy

Appendix 1: Record Series Summary Information by Record Series Number

PERS074A	CAREER EXECUTIVE PROGRAM-OPT IN OUT--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS075.	CAREER EXECUTIVE PROGRAM REPORTS	P	EVT	Destroy
PERS076.	PERSONNEL EMPLOYEE HISTORY ROSTER--DER	E	EVT	Transfer
PERS076A	PERSONNEL EMPLOYEE HISTORY ROSTER--AGENCY PERSONNEL OFFICE	E	EVT	Destroy
PERS077.	AGENCY PAYROLL REGISTER--DOA CENTRAL PAYROLL	E	CR+50	Destroy
PERS077A	AGENCY PAYROLL REGISTER--DER AND AGENCY PAROLL/PERSONNEL OFC.	E	CR+10	Destroy
PERS077B	AGENCY PAYROLL REGISTER--WORKING COPIES	P	EVT	Destroy
PERS078.	ELECTION/UNION CERTIFICATION RECORDS--WERC	P	EVT+75	Transfer
PERS079.	BARGAINING UNIT MASTER AGREEMENTS CASE FILE	P	EVT+4	Destroy
PERS080.	SIGNIFICANT COLLECTIVE BARGAINING POLICY ISSUES	P	Perm.	Retain P
PERS081.	AGENCY COLLECTIVE BARGAINING /LABOR CONNTRACT ADMI CASE FILE	P	EVT+5	Transfer
PERS082.	LOCAL UNION AGREEMENTS--AGENCY PERSONNEL OFFICE	P	Perm.	Retain P
PERS082A	LOCAL UNION AGREEMENTS--FIELD PERSONNEL OFFICES	P	EVT+2	Destroy
PERS083.	COLLECTIVE BARGAINING CASE DIGEST	S	Perm.	Retain P
PERS084.	SIGNED CONTRACTS	P	Perm.	Retain P
PERS085.	LISTS OF MEDIATORS AND ARBITRATORS FOR PANELS	P	EVT	Destroy
PERS086.	UNION MEMBER OR GROUP GRIEVANCES	P	EVT+5	Destroy
PERS087.	ARBITRATION APPEALS--NON PRECEDENTIAL	P	EVT+5	Destroy
PERS088	ARBITRATION APPEALS--PRECEDENTIAL	P	Perm.	Retain P
PERS089.	PERSONNEL RELATED LITIGATION CASE FILES--DER LEGAL COUNSEL	P	Perm.	Retain P
PERS089A	PERSONNEL RELATED LITIGATION CASE FILES--AGENCY PERSONNEL OFFICE	P	EVT+5	Destroy
PERS089B	PERSONNEL RELATED LITIGATION CASE FILES--WORKING COPIES	P	EVT	Destroy
PERS089C	PERSONNEL RELATED LITIGATION CASE FILES--DEPARTMENT OF JUSTICE	P	EVT+11	Destroy
PERS090.	COMMENTS AND EVALUATION ON COLLECTIVE BARGAINING TRAINING	P	EVT+5	Destroy
PERS091.	UNION MANAGEMENT MEETINGS	P	CR+5	Destroy
PERS092.	COUNCIL ON AFFIRMATIVE ACTION ANNUAL REPORT--DER	P	CR+10	Transfer
PERS092A	COUNCIL ON AFFIRMATIVE ACTION ANNUAL REPORT--AGENCY PERS OFC	P	EVT	Destroy
PERS093.	COUNCIL ON AFFIRMATIVE ACTION MEETING MINUTES	P	CR+10	Transfer
PERS094.	AFFIRMATIVE ACTION REPORT FOR WIS. STATE GOVERNMENT	P	CR+10	Transfer
PERS094A.	AFFIRMATIVE ACTION REPORT FOR WIS. STATE GOVERNMENT-	P	CR+5	Destroy
PERS095.	STATE AND UW SYSTEM EEO/AA PLANS--DER AND SYSTEMS ADM	P	CR+3	Transfer
PERS095A	STATE AND UW SYSTEM EEO/AA PLANS--AGENCY PERSONNEL OFFICES	P	CR+3	Destroy
PERS096.	COMPLIANCE REVIEWS OF STATE AND UW EEP/AA PLANS	P	CR+3	Destroy
PERS097.	DER POLICY GUIDANCE FILE FOR DOING EEO/AA PLANS-DER	P	CR+3	Transfer
PERS097A	DER POLICY GUIDANCE FILE FOR DOIN EEO/AA PLANS-AGENCIES	P	CR+3	Destroy
PERS098.	FEDERAL EEOC--REPORT FR THE STATE OF WISCONSIN	P	CR+6	Destroy

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PERS099.	UNDERUTILIZATION REPORTS--DER	P	CR+6	Transfer
PERS099A	UNDERUTILIZATION REPORTS---AGENCIES	P	CR+6	Destroy
PERS100.	VETERANS EMPLOYMENT REPORT--DER	P	CR+3	Transfer
PERS100A	VETERANS EMPLOYMENT REPORT--AGENCIES	P	CR+3	Destroy
PERS101.	STATE EMPLOYMENT OPTIONS ANNUAL REPORT--DER	P	CR+6	Transfer
PERS101A	STATE EMPLOYMENT OPTIONS ANNUAL REPORT--AGENCIES	P	CR+6	Destroy
PERS102.	AGENCY AFDC HIRING PLAN	P	CR+5	Destroy
PERS103	AFDC HIRING REPORT	P	CR+2	Destroy
PERS104.	SUMMER AFFIRMATIVE ACTION INTERN PROG. ANNUAL REPORT--DER	P	CR+3	Transfer
PERS104A	SUMMER AFFIRMATIVE ACTION INTERN PROG. ANNUAL REPORT--AGENCIES	P	CR+3	Destroy
PERS105.	STATE EMPLOYE SUGGESTION BOARD MEETING MINUTES	P	CR+10	Transfer
PERS106.	IMPLEMENTED SUGGESTIONS AND CASH AWARDS--DER	P	CR+4	Destroy
PERS106A	IMPLEMENTED SUGGESTIONS AND CASH AWARDS--AGENCIES	P	EVT	Destroy
PERS107.	EVALUATION OF SUGGESTIONS AND RESPONSES --ALL SUGGESTIONS	P	CR+2	Destroy
PERS108.	CATALOG OF STATE OFFERED TRAINING	P	CR+2	Destroy
PERS109.	TRAINING RELATED DOCUMENTATION	P	CR+1	Destroy
PERS110	COURSE EVALUATIONS	P	CR+0/06	Destroy
PERS111.	TRAINING VENDORS HIRED	P	EVT+1	Destroy
PERS112.	TRAINING VENDORS-NOT HIRED	P	CR+1	Destroy
PERS113.	COURSE MATERIALS FOR BASIC SUPERVISORY TRAINING	P	EVT	Destroy
PERS114.	DELEGATION AGREEMENTS FOR TRAINING RELATED ACTIVITIES	P	EVT+1	Destroy
PERS115.	TRACKING SYSTEMS FOR MANAGING TRAINING ACTIVITIES-COURSES	S	EVT+1	Destroy
PERS115A	TRACKING SYSTEMS FOR MANAGING TRAINING ACTIVITIES-ATTENDEES	S	EVT+1	Destroy
PERS116.	EMPLOYEE ASSISTANCE COORDINATORS CASE FILES(EXCEPT UW)	P	EVT+5	Destroy
PERS117.	DENIED APPLICATION FILES FOR EAP COORDINATORS (EXCEPT UW)	P	EVT+5	Destroy
PERS118.	EAP PROGRAM POLICY AND STANDARDS	P	EVT+5	Transfer
PERS119.	EAP STATISTICAL REPORTS AND PROGRAM ACCOMPLISHMENTS	P	CR+5	Destroy
PERS120.	EAP CONTACT REPORT FORM	P	EVT	Destroy
PERS121.	EAP CASE FILES--EXCEPT UW MADISON	P	EVT+1	Destroy
PERS122.	EAP CONTACT CASE FILES--UW MADISON	P	EVT+7	Destroy
PERS123.	EAP SATISFACTION SURVEYS	P	EVT	Destroy
PERS124.	OFFICIAL PERSONNEL FILE	P	EVT+8	Destroy
PERS125.	SUPERVISOR'S WORKING COPY--PERSONNEL FILE	P	EVT	Destroy
PERS126.	EMPLOYEE MEDICAL CASE FILES	P	EVT+8	Destroy
PERS127.	MEDICAL RECORDS INVOLVING EXPOSURE TO HAZARDOUS SUB	P	EVT+30	Destroy
PERS127A	MEDICAL RECORDS INVOLVING EXPOSURE TO HAZ MAT--BACKGROUND DATA	P	CR+1	Destroy
PERS127B	MEDICAL RECORDS INVOLVING EXPOSURE TO HAZMAT--SAMPLING REPORTS	P	CR+30	Destroy

Appendix 1: Record Series Summary Information by Record Series Number

PERS128.	EMPLOYEE HANDBOOK,INCLUDING AGENCY WORKRULES	P	EVT	Transfer
PERS129.	DRUG AND ALCOHOL TEST RECORDS--NEGATIVE TESTS	P	CR+1	Destroy
PERS129A	DRUG AND ALCOHOL TEST RECORDS--TRAINING/PROCESSES	P	CR+2	Destroy
PERS129B	DRUG AND ALCOHOL TEST RECORDS--VERIFIED POSITIVE TESTS/	P	CR+5	Destroy
PERS130.	APPRENTICESHIP CASE FILES	P	EVT+8	Destroy
PERS131.	SENIORITY LISTS	P	EVT	Destroy
PERS132.	LETTERS OF RECOMMENDATION OR ENDORSEMENT	P	CR+0/06	Destroy
PERS133.	UNIT, SECTION, BUREAU, DIVISION, OR DEPARTMENT--EMERGENCY CONTACTS	P	EVT	Destroy
PERS134	AGREEMENTS TO PROVIDE A WORK SITE FOR EMPLOYMENT--AGEN PERS OFC	P	EVT+1	Destroy
PERS134A	AGREEMENTS TO PROVIDE A WORK SITE FOR EMPLOYMENT--SUPERVISOR	P	EVT	Destroy
PERS135.	ASSIGNMENT AND RELEASE OF STATE OWNED PROPERTY--PERSONNEL OFC	P	EVT+8	Destroy
PERS135A	ASSIGNMENT AND RELEASE OF STATE OWNED PROPERTY--SUPERVISOR	P	EVT	Destroy
PERS136.	SUPERVISOR NOMINATION FOR EPA AND EQUITY PAY AWARDS--AGENCIES	P	EVT+8	Destroy
PERS136A	SUPERVISOR NOMINATION FOR EPA AND EQUITY PAY AWARDS--SUPERVISOR	P	EVT	Destroy
PERS137.	NON REPRESENTED GRIEVANCES AND APPEALS	P	EVT+5	Destroy
PERS138.	AGENCY GRIEVANCE CASE FILE	P	Perm.	Retain P
PERS139.	EMPLOYEE DISCIPLINE-REL. RECORDS --INVESTIGATIONS, NOTES, VERBALS	P	CR+1	Destroy
PERS139A.	EMPLOYEE DISCIPLINE-REL. RECORDS --WRITTEN, SUSPENSION , TERM	P	CR+5	Destroy
PERS140	EMPLOYEE LAYOFF RECORDS			
	AGENCY PERS OFFICEP	EVT		Destroy
PERS140A	EMPLOYEE LAYOFF RECORDS			
	SUPERVISOR-	EVT		Destroy
PERS141.	REQUESTS & ACTION ON REQUESTS FOR ALT. WORK SCHEDULES--AGENCIES	P	EVT+8	Destroy
PERS141A	REQUESTS & ACTION ON REQUESTS FOR ALT. WORK SCHEDULES--SUPERV.	P	EVT	Destroy
PERS142.	REASONABLE ACCOMODATION REQUESTS AND EVALUATIONS--AGENCIES	P	EVT+8	Destroy
PERS142A	REASONABLE ACCOMODATION REQUESTS AND EVALUATIONS--SUPERVISORS	P	EVT	Destroy
PERS143.	EMPLOYEE PERFORMANCE PLANS AND PERIODIC EVALUATIONS--AGENCIES	P	EVT+8	Destroy
PERS143A	EMPLOYEE PERFORMANCE PLANS AND PERIODIC EVALUATIONS--SUPERVISOR	P	EVT	Destroy
PERS144	EXIT INTERVIEW RECORDS	P	EVT+3	Destroy
PERS145	DISCRIMINATION CASE FILES	P	EVT+5	Destroy

Legend:

Column 1 RDA number.

Column 2 RDA title.

Column 3 Records media: P=paper; S=electronic, E=microfiche, G=microfilm

Column 4 Retention time periods.

Appendix 1: Record Series Summary Information by Record Series Number

Column 5 Disposition.

See document for complete description of columns 4 and 5.

Appendix 2: Record Series Summary Information by Record Series Title

PERS044.	ACCRETIONS AND CONVERSIONS	P	CR+3	Destroy
PERS103	AFDC HIRING REPORT	P	CR+2	Destroy
PERS094.	AFFIRMATIVE ACTION REPORT FOR WIS. STATE GOVERNMENT	P	CR+10	Transfer
PERS014.	AFFIRMATIVE ACTION RESUME BANK	P	CR+0/06	Destroy
PERS102.	AGENCY AFDC HIRING PLAN	P	CR+5	Destroy
PERS081.	AGENCY COLLECTIVE BARGAINING /LABOR CONTRACT ADMIN CASE FILE	P	EVT+5	Transfer
PERS138.	AGENCY GRIEVANCE CASE FILE	P	Perm.	Retain P
PERS077A	AGENCY PAYROLL REGISTER--DER AND AGENCY PAYROLL/PERSONNEL OFC.	E	CR+10	Destroy
PERS077.	AGENCY PAYROLL REGISTER--DOA CENTRAL PAYROLL	E	CR+50	Destroy
PERS077B	AGENCY PAYROLL REGISTER--WORKING COPIES	P	EVT	Destroy
PERS043A	AGENCY REQUESTS TO HIRE ABOVE THE MINIMUM (HAM)--AGEN PERS OFC.	P	EVT	Destroy
PERS043.	AGENCY REQUESTS TO HIRE ABOVE THE MINIMUM (HAM)--DER DCLR	P	EVT+3	Destroy
PERS042.	AGENCY REQUESTS TO RAISE THE MINIMUM RATE FOR A CLASS--DER DCLR	P	EVT+3	Destroy
PERS134A	AGREEMENTS TO PROVIDE A WORK SITE FOR EMPLOYMENT--SUPERVISOR	P	EVT	Destroy
PERS134	AGREEMENTS TO PROVIDE A WORK SITE FOR EMPLOYMENT--AGEN PERS OFC	P	EVT+1	Destroy
PERS001.	AIMS AND ERCS DOCUMENTATION	S	EVT	Destroy
PERS052A	ALPHABETICAL LISTING OF CLASSIFICATION--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS052.	ALPHABETICAL LISTING OF CLASSIFICATIONS--PUBLICATION--DER	P	Perm.	Retain P
PERS010A	ANNUAL SUMMARY REPORT TO DMRS ON HIRES--AGENCY PERSONNEL OFC.	P	CR+5	Destroy
PERS010.	ANNUAL SUMMARY REPORT TO DMRS ON HIRES--DER DMRS	P	CR+10	Destroy
PERS034A	APPEALS OF PERSONNEL ACTIONS--AGENCY LEGAL COUNSEL/PERS OFFICE	P	EVT+4	Destroy
PERS034.	APPEALS OF PERSONNEL ACTIONS--DER OFFICE OF LEGAL COUNSEL	P	EVT+11	Destroy
PERS130.	APPRENTICESHIP CASE FILES	P	EVT+8	Destroy
PERS035A	APPROVAL OF EMPLOYEE AS PROTECTIVE OCCUPATION--DER ANALYSTS	P	EVT+1	Destroy
PERS035B	APPROVAL OF EMPLOYEE AS PROTECTIVE OCC.--DER DCLR POLICY COORD.	P	Perm.	Retain P
PERS035.	APPROVAL OF EMPLOYEE AS PROTECTIVE OCCUPATION--AGENCY PERS OFC	P	EVT+7	Destroy
PERS087.	ARBITRATION APPEALS--NON PRECEDENTIAL	P	EVT+5	Destroy
PERS088.	ARBITRATION APPEALS--PRECEDENTIAL	P	Perm.	Retain P
PERS135A	ASSIGNMENT AND RELEASE OF STATE OWNED PROPERTY--SUPERVISOR	P	EVT	Destroy
PERS135.	ASSIGNMENT AND RELEASE OF STATE OWNED PROPERTY--PERSONNEL OFC	P	EVT+8	Destroy
PERS079.	BARGAINING UNIT MASTER AGREEMENTS CASE FILE	P	EVT+4	Destroy
PERS048.	BIENNIAL COMPENSATION PLAN FOR NON REPRESENTED EMPLOYEES--DER	P	Perm.	Retain P
PERS048A	BIENNIAL COMPENSATION PLAN FOR NON REPS--AGENCY PERSONNEL OFC.	P	FIS+6	Destroy
PERS075.	CAREER EXECUTIVE PROGRAM REPORTS	P	EVT	Destroy
PERS074A	CAREER EXECUTIVE PROGRAM-OPT IN OUT--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS074.	CAREER EXECUTIVE PROGRAM-OPT IN OUT--DER	P	EVT+8	Destroy

Appendix 2: Record Series Summary Information by Record Series Title

PERS108.	CATALOG OF STATE OFFERED TRAINING	P	CR+2	Destroy
PERS007A	CERTIFICATION REQUESTS, LISTS OF CANDIDATES, AND GROUP REFERRALS	P	EVT	Destroy
PERS007.	CERTIFICATION REQUESTS, LISTS OF CANDIDATES, AND GROUP REFERRALS	P	EVT+4	Destroy
PERS032A	CLASS SURVEYS--REPORTS AND RESULTS NON DELEGATED AGENCIES	P	EVT+2	Destroy
PERS032	CLASS SURVEYS--REPORTS AND RESULTS--DER AND DELEGATED AGENCIES	P	Perm.	Retain P
PERS033.	CLASSIFICATION SURVEYS--WORKING PAPERS	P	EVT+2	Destroy
PERS083.	COLLECTIVE BARGAINING CASE DIGEST	S	Perm.	Retain P
PERS090.	COMMENTS AND EVALUATION ON COLLECTIVE BARGAINING TRAINING	P	EVT+5	Destroy
PERS063.	COMPARABLE WORTH STUDY--DER	P	EVT+5	Transfer
PERS066.	COMPENSATION RESERVE DEVELOPMENT, REPORTS AND DOCUMENTATION	P	CR+6	Destroy
PERS061.	COMPENSATION TABLES AND SPECIAL REPORTS	P	CR+15	Destroy
PERS096.	COMPLIANCE REVIEWS OF STATE AND UW EEP/AA PLANS	P	CR+3	Destroy
PERS067.	COST ANALYSIS OF ECONOMIC PROPOSALS DURING BARGAINING	P	CR+8	Destroy
PERS092A	COUNCIL ON AFFIRMATIVE ACTION ANNUAL REPORT--AGENCY PERS OFC	P	EVT	Destroy
PERS092.	COUNCIL ON AFFIRMATIVE ACTION ANNUAL REPORT--DER	P	CR+10	Transfer
PERS093.	COUNCIL ON AFFIRMATIVE ACTION MEETING MINUTES	P	CR+10	Transfer
PERS110.	COURSE EVALUATIONS	P	CR+0/06	Destroy
PERS113.	COURSE MATERIALS FOR BASIC SUPERVISORY TRAINING	P	EVT	Destroy
PERS114.	DELEGATION AGREEMENTS FOR TRAINING RELATED ACTIVITIES	P	EVT+1	Destroy
PERS040A	DELEGATION AGREEMENTS--CLASS AND COMP--AGENCY PERS OFFICE	P	EVT	Destroy
PERS040.	DELEGATION AGREEMENTS--CLASS AND COMP--DER DCLR	P	EVT+2	Destroy
PERS019A	DELEGATION AGREEMENT--STAFFING AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS019.	DELEGATION AGREEMENT--STAFFING--DER DMRS	P	EVT+3	Destroy
PERS041A	DELEGATION PERFORMANCE AUDITS--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS041.	DELEGATION PERFORMANCE AUDITS--DER DCLR	P	EVT+2	Destroy
PERS020A	DELEGATION PERFORMANCE AUDITS--STAFFING--AGENCY PERSONNEL OFC.	P	EVT	Destroy
PERS020.	DELEGATION PERFORMANCE AUDITS--STAFFING--DER DMRS	P	EVT+3	Destroy
PERS060.	DEMOGRAPHIC AND PAYROLL STATISTICS--WIS CLASSIFIED EMPLOYEES	P	Perm.	Retain P
PERS117.	DENIED APPLICATION FILES FOR EAP COORDINATORS (EXCEPT UW)	P	EVT+5	Destroy
PERS072A	DER BULLETINS--AGENCY PERSONNEL OFFICES	P	EVT	Destroy
PERS072.	DER BULLETINS--DER	P	Perm.	Retain P
PERS072B	DER BULLETINS--MANAGERS AND SUPERVISORS	P	EVT	Destroy
PERS068A	DER FORMAL DOCUMENTATION WITH JCOER--AGENCY PERSONNEL OFFICE	P	FIS+6	Destroy
PERS068.	DER FORMAL DOCUMENTATION WITH JCOER--DER	P	Perm.	Retain P
PERS097A	DER POLICY GUIDANCE FILE FOR DOIN EEO/AA PLANS-AGENCIES	P	CR+3	Destroy
PERS097.	DER POLICY GUIDANCE FILE FOR DOING EEO/AA PLANS-DER	P	CR+3	Transfer
PERS145	DISCRIMINATION CASE FILES	P	EVT+5	Destroy

Appendix 2: Record Series Summary Information by Record Series Title

PERS047.	DIV. CLASS AND COMP REFERENCE COLLECTIVE BARGAINING CASE FILES	P	EVT+4	Destroy
PERS046.	DIVISION OF CLASS AND COMP TRAINING MATERIALS	P	EVT	Destroy
PERS009.	DOCUMENTATION TO DMRS AFTER A HIRE	P	EVT+4	Destroy
PERS129.	DRUG AND ALCOHOL TEST RECORDS--NEGATIVE TESTS	P	CR+1	Destroy
PERS129A	DRUG AND ALCOHOL TEST RECORDS--TRAINING/PROCESSES	P	CR+2	Destroy
PERS129B	DRUG AND ALCOHOL TEST RECORDS--VERIFIED POSITIVE TESTS/	P	CR+5	Destroy
PERS121.	EAP CASE FILES--EXCEPT UW MADISON	P	EVT+1	Destroy
PERS122.	EAP CONTACT CASE FILES--UW MADISON	P	EVT+7	Destroy
PERS120.	EAP CONTACT REPORT FORM	P	EVT	Destroy
PERS118.	EAP PROGRAM POLICY AND STANDARDS	P	EVT+5	Transfer
PERS123.	EAP SATISFACTION SURVEYS	P	EVT	Destroy
PERS119.	EAP STATISTICAL REPORTS AND PROGR AM ACCOMPLISHMENTS	P	CR+5	Destroy
PERS064.	ECONOMIC DATA AND INFORMATION--MONTHLY REPORTS	P	CR+4	Destroy
PERS078.	ELECTION/UNION CERTIFICATION RECORDS--WERC	P	EVT+75	Transfer
PERS116.	EMPLOYEE ASSISTANCE COORDINATORS CASE FILES(EXCEPT UW)	P	EVT+5	Destroy
PERS139.	EMPLOYEE DISCIPLINE-REL. RECORDS --INVESTIGATIONS, NOTES, VERBALS	P	CR+1	Destroy
PERS139A.	EMPLOYEE DISCIPLINE-REL. RECORDS --WRITTEN, SUSPENSION , TERM	P	CR+5	Destroy
PERS051.	EMPLOYEE FMLA REQUESTS AND EMPLOYER RESPONSES	P	CR+3	Destroy
PERS128.	EMPLOYEE HANDBOOK,INCLUDING AGENCY WORKRULES	P	EVT	Transfer
PERS073A	EMPLOYEE INTERCHANGE AGREEMENTS--AGENCY PERSONNEL OFFICE	P	EVT+2	Destroy
PERS073.	EMPLOYEE INTERCHANGE AGREEMENTS--DER	P	CR+2	Destroy
PERS073B	EMPLOYEE INTERCHANGE AGREEMENTS--MANAGERS AND SUPERVISORS	P	EVT	Destroy
PERS126.	EMPLOYEE MEDICAL CASE FILES	P	EVT+8	Destroy
PERS140A	EMPLOYEE LAYOFF RECORDS			
	--EMPLOYEE	P	EVT	Destroy
PERS140.	EMPLOYEE LAYOFF RECORDS			
	--AGENCY	P	EVT	Destroy
PERS143.	EMPLOYEE PERFORMANCE PLANS AND PERIODIC EVALUATIONS--AGENCIES	P	EVT+8	Destroy
PERS143A	EMPLOYEE PERFORMANCE PLANS AND PERIODIC EVALUATIONS--SUPERVISOR	P	EVT	Destroy
PERS004.	EMPLOYMENT APPLICATIONS	P	EVT+3	Destroy
PERS107.	EVALUATION OF SUGGESTIONS AND RESPONSES --ALL SUGGESTIONS	P	CR+2	Destroy
PERS006A	EXAMINATION FOLDERS--AGENCY AND SUPERVISOR COPIES	P	EVT	Destroy
PERS006.	EXAMINATION FOLDERS--DER AND/OR AGENCY PERSONNEL OFFICES	P	EVT+4	Destroy
PERS054.	EXCEPTIONAL PERFORMANCE AWARD (EPA) AND INTERIM AWARD REPORTS	P	CR+3	Destroy
PERS144	EXIT INTERVIEW RECORDS	P	EVT+3	Destroy
PERS050.	FAMILY AND MEDICAL LEAVE ACT (FMLA)STATE GUIDELINES--DER	P	Perm.	Retain P
PERS098.	FEDERAL EEOC--REPORT FR THE STATE OF WISCONSIN	P	CR+6	Destroy

Appendix 2: Record Series Summary Information by Record Series Title

PERS017.	FEDERAL I-9 FORMS	P	EVT+3	Destroy
PERS036A	FLSA FOR AND INFORMAL COMPLAINTS--SUMMARY DOCUMENTS--AGENCY	P	EVT+3	Destroy
PERS036.	FLSA FORMAL AND INFORMAL COMPLAINT FILES--SUMMARY DOCUMENTS--DER	P	Perm.	Retain P
PERS037.	FLSA FORMAL AND INFORMAL COMPLAINT WORKING DOCUMENTS	P	EVT+3	Destroy
PERS038.	FLSA STATUS REQUESTS	P	EVT+3	Destroy
PERS050A	FMLA STATE GUIDELINES--AGENCY PERSONNEL OFFICE	P	EVT	Destroy
PERS062.	HOURS AND DOLLARS REPORTS--MONTHLY	P	CR+4	Destroy
PERS106A	IMPLEMENTED SUGGESTIONS AND CASH AWARDS--AGENCIES	P	EVT	Destroy
PERS106.	IMPLEMENTED SUGGESTIONS AND CASH AWARDS--DER	P	CR+4	Destroy
PERS008.	INTERVIEW DOCUMENTATION	P	EVT+4	Destroy
PERS003.	JOB ANNOUNCEMENTS AND RELATED RECORDS	P	EVT	Destroy
PERS003A	JOB ANNOUNCEMENTS AND RELATED RECORDS	P	EVT	Destroy
PERS056A	LABOR MARKET SURVEYS--RESULTS AND REPORTS--AGENCY PERS OFFICE	P	CR+5	Destroy
PERS056.	LABOR MARKET SURVEYS--RESULTS AND REPORTS--DER	P	Perm.	Retain P
PERS058.	LABOR MARKET SURVEYS--SURVEY RESPONSES	P	EVT+1	Destroy
PERS057.	LABOR MARKET SURVEYS--WORKING PAPERS	P	CR+4	Destroy
PERS132.	LETTERS OF RECOMMENDATION OR ENDORSEMENT	P	CR+0/06	Destroy
PERS085.	LISTS OF MEDIATORS AND ARBITRATORS FOR PANELS	P	EVT	Destroy
PERS082.	LOCAL UNION AGREEMENTS--AGENCY PERSONNEL OFFICE	P	Perm.	Retain P
PERS082A	LOCAL UNION AGREEMENTS--FIELD PERSONNEL OFFICES	P	EVT+2	Destroy
PERS011	LTE REQUEST/REPORTS	P	EVT+1	Destroy
PERS127.	MEDICAL RECORDS INVOLVING EXPOSURE TO HAZARDOUS SUB	P	EVT+30	Destroy
PERS127A	MEDICAL RECORDS INVOLVING EXPOSURE TO HAZ MAT--BACKGROUND DATA	P	CR+1	Destroy
PERS127B	MEDICAL RECORDS INVOLVING EXPOSURE TO HAZMAT--SAMPLING REPORTS	P	CR+30	Destroy
PERS045.	MEMO. OF UNDERSTANDING BETWEEN UW AND DCLR--DER AND SYSTEM	P	P	Perm. Retain
P				
PERS045A	MEMO. OF UNDERSTANDING BETWEEN UW AND DER--INSTITUTIONS	P	EVT	Destroy
PERS049.	MOVING AND LODGING EXPENSE REIMBURSEMENT	P	EVT+3	Destroy
PERS016.	NON SELECT LETTERS	P	EVT+1	Destroy
PERS137.	NON REPRESENTED GRIEVANCES AND APPEALS	P	EVT+5	Destroy
PERS015.	OFFERS OF EMPLOYMENT	P	EVT	Destroy
PERS124	OFFICIAL PERSONNEL FILE	P	EVT+8	Destroy
PERS053.	PAY ADJUSTMENT REPORTS FROM DOA CENTAL PAYROLL	P	CR+3	Destroy
PERS076A	PERSONNEL EMPLOYEE HISTORY ROSTER--AGENCY PERSONNEL OFFICE	E	EVT	Destroy
PERS076.	PERSONNEL EMPLOYEE HISTORY ROSTER--DER	E	EVT	Transfer
PERS089.	PERSONNEL RELATED LITIGATION CASE FILES--DER LEGAL COUNSEL	P	Perm	Retain P
PERS089B	PERSONNEL RELATED LITIGATION CASE FILES--WORKING COPIES	P	EVT	Destroy

Appendix 2: Record Series Summary Information by Record Series Title

PERS089A	PERSONNEL RELATED LITIGATION CASE FILES--AGENCY PERSONNEL OFFICE	P	EVT+5	Destroy
PERS089C	PERSONNEL RELATED LITIGATION CASE FILES--DEPARTMENT OF JUSTICE	P	EVT+11	Destroy
PERS070.	POLICY-RELATED CORRESPONDENCE	P	CR+7	Destroy
PERS031B	POSITION CLASSIFICATION SPECIFICATIONS--SUPERVISOR COPIES	P	EVT	Destroy
PERS031A	POSITION CLASSIFICATION SPECIFICATIONS--AGENCY PERSONNEL OFC	P	EVT	Destroy
PERS031.	POSITION CLASSIFICATION SPECIFICATIONS--DER DCLR	P	Perm	Retain P
PERS029A	POSITION DESCRIPTION--ALL OTHERS--DER APPROVAL	P	EVT	Destroy
PERS029.	POSITION DESCRIPTIONS BENCHMARK DER APPROVAL--DER	P	Perm.	Retain P
PERS029B	POSITION DESCRIPTIONS--AGENCY PERSONNEL OFFICES	P	EVT	Destroy
PERS030.	POSITION DESCRIPTIONS--SUPERVISOR'S FILE	P	EVT	Destroy
PERS059.	PROPRIETARY WAGE AND BENEFIT SURVEYS	P	EVT+6	Destroy
PERS025.	REALLOCATION OF CIVIL SERVICE POSITIONS DELEGATED CLASSES DER	P	EVT+2	Destroy
PERS025A	REALLOCATION OF CIVIL SERVICE POSITIONS DELEGATED CLASSES PERS OFC.	P	EVT+1	Destroy
PERS026A	REALLOCATIONS NON DELEGATED CLASSIFICATIONS--AGENCY PERS. OFC.	P	EVT+1	Destroy
PERS026.	REALLOCATIONS NON DELEGATED CLASSIFICATIONS--DER	P	EVT+3	Destroy
PERS142.	REASONABLE ACCOMODATION REQUESTS AND EVALUATIONS--AGENCIES	P	EVT+8	Destroy
PERS142A	REASONABLE ACCOMODATION REQUESTS AND EVALUATIONS--SUPERVISORS	P	EVT	Destroy
PERS005.	REGISTER FOLDER--DER AND AGENCY PERSONNEL OFFICE	P	EVT+4	Destroy
PERS005A	REGISTER FOLDER--OTHER AGENCY AND SUPERVISOR COPIES	P	EVT	Destroy
PERS028A..	REORGANIZATION REQUESTS AND DER APPROVAL OF CLASS LEVELS-AGENCY	P	EVT+1	Destroy
PERS028.	REORGANIZATION REQUESTS AND DER APPROVAL OF CLASS LEVELS-DER	P	EVT+1	Destroy
PERS021A	REQUEST FOR RECLASSIFICATION OF A CIVIL SERVICE POSITION DELGATED	P	EVT+1	Destroy
PERS021	REQUEST FOR RECLASSIFICATION OF A CIVIL SERVICE POSITION--NON DELEG.	P	EVT+3	Destroy
PERS023A	REQUEST FOR RECLASSIFICATION--DELEGATED AGENCIES PERSONNEL OFC.	P	EVT+3	Destroy
PERS023.	REQUEST FOR RECLASSIFICATION--DELEGATED AGENCIES DER DCLR	P	EVT+1	Destroy
PERS024.	REQUEST FOR RECLASSIFICATION--DELEGATED AGENCIES UNOFFICIAL COPY	P	EVT	Destroy
PERS022.	REQUEST FOR RECLASSIFICATION--NON DELEGATED UNOFFICIAL COPY	P	EVT	Destroy
PERS002.	REQUEST TO STAFF POSITIONS	P	EVT	Destroy
PERS141.	REQUESTS & ACTION ON REQUESTS FOR ALT. WORK SCHEDULES--AGENCIES	P	EVT+8	Destroy
PERS141A	REQUESTS & ACTION ON REQUESTS FOR ALT. WORK SCHEDULES--SUPERV.	P	EVT	Destroy
PERS042A	REQUESTS TO RAISE THE MINIMUM RATE FOR A CLASS--AGEN PERS OFFICE	P	EVT	Destroy
PERS012.	REQUESTS/RESPONSE: PERMISSIVE, REINSTATE, TRANSFER, VOL. DEMOTE	P	EVT+1	Destroy
PERS069.	RESPONSES TO GOVERNOR'S AND SECRETARY'S CORRESPONDENCE--DER	P	CR+1	Destroy
PERS039.	REVIEW OF POSITIONS FOR PLACEMENT IN EXECUTIVE SALARY GROUPS	P	Perm.	Retain P
PERS071.	ROUTINE CORRESPONDENCE	P	CR+3	Destroy
PERS055A	SENIOR MANAGERS PROGRAM--AGENCY PERSONNEL OFFICE	P	CR+5	Destroy
PERS055.	SENIOR MANAGERS PROGRAM--DER	P	Perm.	Retain P

Appendix 2: Record Series Summary Information by Record Series Title

PERS131.	SENIORITY LISTS	P	EVT	Destroy
PERS084.	SIGNED CONTRACTS	P	Perm.	Retain P
PERS080.	SIGNIFICANT COLLECTIVE BARGAINING POLICY ISSUES	P	Perm.	Retain P
PERS095A	STATE AND UW SYSTEM EOO/AA PLANS--AGENCY PERSONNEL OFFICES	P	CR+3	Destroy
PERS095.	STATE AND UW SYSTEM EOO/AA PLANS--DER AND SYSTEMS ADM	P	CR+3	Transfer
PERS105.	STATE EMPLOYE SUGGESTION BOARD MEETING MINUTES	P	CR+10	Transfer
PERS101A	STATE EMPLOYMENT OPTIONS ANNUAL REPORT--AGENCIES	P	CR+6	Destroy
PERS101.	STATE EMPLOYMENT OPTIONS ANNUAL REPORT--DER	P	CR+6	Transfer
PERS104A	SUMMER AFFIRMATIVE ACTION INTERN PROG. ANNUAL REPORT--AGENCIES	P	CR+3	Destroy
PERS104.	SUMMER AFFIRMATIVE ACTION INTERN PROG. ANNUAL REPORT--DER	P	CR+3	Transfer
PERS136A	SUPERVISOR NOMINATION FOR EPA AND EQUITY PAY AWARDS--SUPERVISOR	P	EVT	Destroy
PERS136.	SUPERVISOR NOMINATION FOR EPA AND EQUITY PAY AWARDS--AGENCIES	P	EVT+8	Destroy
PERS027.	SUPERVISOR, BUREAU DIRECTOR, & DIV ADM APPROVALS--REALLOCATIONS	P	EVT	Destroy
PERS125.	SUPERVISOR'S WORKING COPY--PERSONNEL FILE	P	EVT	Destroy
PERS018.	TEST ADMINISTRATION RELATED RECORDS	P	EVT+1	Destroy
PERS115A	TRACKING SYSTEMS FOR MANAGING TRAINING ACTIVITIES-ATTENDEES	S	EVT+1	Destroy
PERS115.	TRACKING SYSTEMS FOR MANAGING TRAINING ACTIVITIES-COURSES	S	EVT+1	Destroy
PERS109.	TRAINING RELATED DOCUMENTATION	P	CR+1	Destroy
PERS111.	TRAINING VENDORS HIRED	P	EVT+1	Destroy
PERS112.	TRAINING VENDORS-NOT HIRED	P	CR+1	Destroy
PERS099A	UNDERUTILIZATION REPORTS---AGENCIES	P	CR+6	Destroy
PERS099.	UNDERUTILIZATION REPORTS--DER	P	CR+6	Transfer
PERS091.	UNION MANAGEMENT MEETINGS	P	CR+5	Destroy
PERS086.	UNION MEMBER OR GROUP GRIEVANCES	P	EVT+5	Destroy
PERS133.	UNIT, SECTION, BUREAU, DIVISION, OR DEPARTMENT--EMERGENCY CONTACTS	P	EVT	Destroy
PERS013.	UNSOLICITED RESUMES AND GENERAL EXPRESSIONS OF INTEREST IN EMP.	P	CR+0/06	Destroy
PERS100A	VETERANS EMPLOYMENT REPORT--AGENCIES	P	CR+3	Destroy
PERS100.	VETERANS EMPLOYMENT REPORT--DER	P	CR+3	Transfer

Appendix 2. Record Series Summary Information by Record Series Title

Legend:

Column 1 RDA number.

Column 2 RDA title.

Column 3 Records media: P=paper; S=electronic, E= microfiche, G= microfilm

Column 4 Retention time periods.

Column 5 Disposition.

See document for complete description of columns 4 and 5.

Appendix 3. Index of Standard Personnel Related Forms (All state forms unless, indicated otherwise)

SF Number	Form Title	Gen Sch Citation
DER-DCLR-33	Abnormally Hazardous Task Report	PERS081
DER-MRS-16	Agency Request for Exam Center Space	PERS018
DER-DAA-12	Annual Summary Written Hiring Reason	PERS010
DER-MRS-38	Application for State Employment	PERS004
DOA 5013	Assignment and Release of State Property	PERS135
DER-MRS-34	Certification Request/Report	PERS002 and PERS005
DER-PERS-62A	Certificate Request and Register Control Slip	PERS007
DER-DCC-202	Certification By Physician for Fam/Medical Leave	PERS051
DER-DCC-86	Confidential Exclusion Analysis Form	PERS029 and PERS030
DER-DAA-10	Disability Accommodation Request	PERS142
DER-SEC-11	EAP Coordinator Reference	PERS116 and PERS117
DER-SEC-12	EAP Coordinator Re-application	PERS116 and PERS117
DER-SEC-13	EAP Coordinator Application	PERS116 and PERS117
DER-SEC-14	EAP Code of Ethics	PERS116 and PERS117
DER-SEC-15	EAP Authorization for Release of Confidential Information	PERS121 and PERS122
DER-SEC-17	EAP Contact Report Form	PERS120
DER-SEC-18	EAP Contact Evaluation Form	PERS121 and PERS122
DER-SEC-19	EAP Statement of Confidentiality	PERS121 and PERS122

DER-2	Employee Contract Grievance Report	PERS086
I-9 (Federal)	Employment Eligibility Verification	PERS017
DER-MRS-136	Employment Register Status Change Request	PERS005
DER-MRS-140	Entry Professional Program Hire Report	PERS009
DER-MRS-158	Entry Professional Program Register Report	PERS009
DER-MRS-134	Exam Members Travel Expense Sheet	PERS018
DER-MRS-52	Examination Booklet	PERS005 and PERS006
DER-MRS-26	Examination Notice	PERS005 and PERS006
DER-MRS-98	Exam Plan Checklist	PERS005-006
DER-MRS-40	Exam Accommodation Request	PERS004
DER-DCC-201	Family and Medical Leave Employee Request Form	PERS051
DER-MRS-35-SL	Handicapped Applicant Supplement	PERS004
DER-MRS-159	Handicapped Expanded Certification Verification	PERS005 and PERS007
DER-DCC-43	Hiring Above the Minimum (HAM) Request/Authorization	PERS043-PERS043A
DER-DAA-14	Impact Ratio Analysis Report	PERS097
DER- DCC-20	Leave Without Pay Request/Authorization	PERS051.
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AD-PERS-102	Letter Plan: Candidates Invitation for an Oral Exam	PERS005 and PERS006
DER-MRS-50	Limited Term Employment Request/Report	PERS011
DER-DCC-85	Management Exclusion Analysis Form	PERS029 and PERS030
DER-OEDT-500	OEDT Registration Form	PERS109
DER-PERS-3	Official Employee Personnel Record Folder	PERS124
DER-DCC-6	Option to Enter the Career Executive Program	PERS074
DER-PERS-133	Oral Examination Schedule and Record	PERS018
DER-MRS-134	Oral Exam Board Members Travel Expense Sheet	PERS018
DER-DAA-17	Non-Permanent W-2 Position Planning Form	PERS103

DER-DAA-5	Non-Permanent W-2 Position Reporting Form	PERS103
DER-MRS-27	Notice of Exam Results	PERS005 and PERS006
DER-DCC-50	Performance Recognition Awards/Payments	PERS143
DER-DAA-4	Permanent W-2 Position Planning Form	PERS103
DER-DAA-5	Permanent W-2 Position Reporting Form	PERS103
DER-MRS-24	Personnel Transfer Record	PERS124; and also see <u>Payroll</u> <u>Gen. Schedule</u>
DER-DCC-10	Position Description	PERS29-30; PERS124-125
DER-MRS-180	Proctor (exam) Application	PERS018
DER-MRS-181	Proctor Change of Address and Emergency Info	PERS018
DER-MRS-182	Proctor Statements of Responsibility	PERS018
DER-DCC-122	Reallocation Notice	PERS025-027
DER-DCLR-37	Reclassification Request/Report	PERS021-024
DER-MRS-139	Recruitment Activity Plan	PERS005 and PERS006
DER-DCC-22	Request for Leave of Absence With Pay Due to Injury	See <u>Payroll</u> <u>Gen. Schedule</u>
DER-MRS-77	Request for Mandatory Reinstatement From Layoff	PERS012
DOA CP-8	Pay Adjustment Reports	PERS053
MAB-9	SESP Agency Suggestion Log	PERS106 and PERS107
SESP-2	SESP Acknowledgement of Suggestion Received	PERS107
SESP-3	SESP Suggestion Status Report	PERS107
SESP-4	SESP Suggestion Evaluation Request	PERS107
SESP-14	SESP Suggestion Form	PERS107
SESP-15	SESP Request for Evaluation of Employee Suggestion	PERS107
SESP-16	SESP Additional Award Request	PERS106
SESP-4	SESP Suggestion Evaluation Request	PERS107
SESP-17	SESP Suggestion Summary	PERS106 & PERS107

DER-PERS-103	Training and Employment Agreement	PERS111and PERS112
DER-OEDT-8	Training Evaluation Summary	PERS110
DER-DAA-1	Summer AA Intern Application (1998)	PERS104
DER-DAA-2	Summer AA Intern Participation Form (1998)	PERS104
DER-DAA-3	Summer Applicant Flow data Form Reference No. (1998)	PERS104
DER-DAA-6	Summer AA Intern Information Form	PERS104
DER-DAA-7	Summer AA Intern Supervisor Evaluation	PERS104
DER-DAA-8	Summer AA Intern Evaluation	PERS104
DER-DCC-84	Supervisor Exclusion Analysis Form	PERS029-030; PERS124-125
DER-160	Written Test Transaction Sheet	PERS018
DER-DMRS-161	Test Sheet (Wis. General Purpose Record)	PERS018
DER-DAA-16	Veterans New Hire Report	PERS100
DER-MRS-38L	Veterans Preference Supplement to the Application	PERS004
DER-DAA 11	Written Hiring Reason for Classified and Project Appointments	PERS009

Some of these forms are available from the Wisconsin Department of Administration, Forms Catalog. Call 267-2391 if you need a copy of the current catalog.

Appendix 4: Summary of Approved Statewide General Records Schedules-July 1999

I. Fiscal and Accounting General Records Schedule, Revised June, 1992

RDA #90000-90017

Covers accounting and related records in these areas: fiscal administration; revenue and collections; banking transactions; accounting reports; and summary payroll records. Revised and expanded version anticipated in the fall of 1999.

Does not include UW System Administration records.

II. Purchasing and Procurement General Records Schedule, December 1992

RDA #90100-90129

Covers all purchasing related records including purchase orders, bids, contracts, case files, and various reports that are required by the State Bureau of Procurement.

Covers all state agencies including UW System Administration and UW institutions.

III. General Records Schedule: Payroll and Related Records, Revised 2nd Edition, November, 1997

RDA #90200-90217

Includes DOA Central Payroll data, and payroll related records such as leave accounting records, pay adjustment records, and pay withholding authorizations for tax and benefit purposes

Does not include UW System Administration and UW institutions that are not directly tied to DOA payroll. However UW System Administration has developed it's own general records schedule for payroll related records at UW Madison and all other UW institutions.

IV. Worker's Compensation and Related Records, Revised July 1997

RDA #90300-90311

Includes all related records such as near miss reports, Workers Compensation claim files, and incident reports.

Covers all state agencies including UW System Administration and UW institutions.

V. General Records Schedule: Mainframe Security and Related Records, February 1998

RDA 90400010-90400070

Includes all records related to security associated with access to mainframe computer related resources. Records include access control, completed confidentiality forms, logon requests, ACF2 Security Handbook, and security reports.

The schedule applies to all Wisconsin State agencies that receive services from the DOA Division of Information Technology Services. Other agencies that maintain mainframe computer

operations should find the retention schedule useful. These organizations are encouraged to use this schedule as a model and adopt their own security related retention policies.

VI. General Records Schedule: Common Records in Wisconsin State Government, August 1998

RDA 90500000-90500006

Includes common records in the following areas: routine activity/production reports for individuals; organizing tools; and routine materials such as transitory files and mailing address lists. Additional types of record series may be added to this schedule in the future.

This schedule applies to all state agencies and UW institutions. No further notification is required to dispose of records identified in this schedule.

VII. General Records Schedule: Motor Vehicle Management Records, May 1999

RDA Fleet 001-014

Includes motor vehicle related subject files; project files and correspondence files. Also includes records related programs such as ride sharing and the state vanpool program. Also includes all records related to vehicle acquisition and disposition, maintenance, assignment and utilization and motor vehicle incident/accident reports.

General schedules are listed as a major category on the DOA Records Management Home Page. The address is <http://www.doa.state.wi.us/dsas/recordsmgt>. If you need further assistance contact your agency records officer or the DOA Records Management Section at 266-2996 or 266-2770.

PersRDA.doc